

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-13

☐

Other

☐

Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Mold, Moisture, Climate Change

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this work assignment is to initiate work. The contractor shall submit a new cost estimate and work plan within 20 days of this initiation of this work assignment.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

10/01/2008 To 09/30/2013

This Action:

220

Total:

220

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Laura Kolb

Branch/Mail Code:

Phone Number 202-343-9438

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name Dionne Wright

Branch/Mail Code:

Phone Number: 202-564-2982

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier



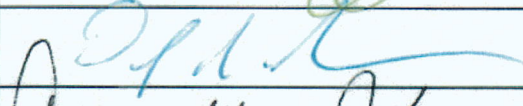
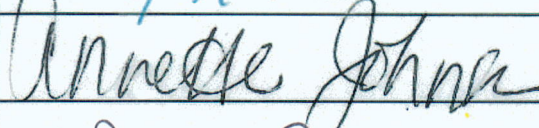
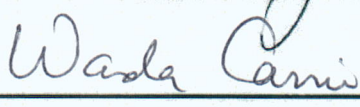
Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)

Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096 CONTRACTOR Cadmus ASSIGNMENT NO. <b>V-13</b> ASSIGNMENT CHANGE NO	
TITLE - Mold, Moisture, Climate Change and Indoor Air Science/Support		DATE	
DESCRIPTION The purpose of this action is to initiate the work assignment Mold, Moisture, Climate Change and Indoor Air Science/Support. This work assignment is a follow-on to work assignment IV-10 for option period three. The contractor shall submit the cost estimate in accordance with the contract terms. All other terms and conditions remain unchanged.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE Laura Kolb 	ORG CODE 6609J	TELEPHONE 202-343-9438	DATE 7/9/12
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director			7/11/12
Dave Rowson Division Director			7/12/12
Annette Johnson Project Officer			8/29/12
Wanda Carrier Contracting Officer			9/25/12
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



## WORK ASSIGNMENT

<b>CONTRACTOR:</b>	<b>CADMUS</b>
<b>CONTRACT NUMBER:</b>	EP-D-08-096
<b>WORK ASSIGNMENT NO:</b>	V-13
<b>WORK ASSIGNMENT TITLE:</b>	Mold, Moisture, Climate Change and Indoor Air Science/Support
<b>WORK ASSIGNMENT MANAGER:</b>	Laura Kolb OAR/ORIA/IED 1200 Pennsylvania Ave., NW. (6609J) Washington, DC 20460 202 343-9438
<b>ALTERNATE WAM:</b>	Christopher Patkowski OAR/ORIA/IED 1200 Pennsylvania Ave., NW. (6609J) Washington, DC 20460 202-343-9016
<b>LEVEL OF EFFORT:</b>	Hours
<b>PERIOD OF PERFORMANCE:</b>	10/1/12 through 9/30/2013.

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an inherently governmental function.

### 1. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.



**Task 1:** The contractor should prepare a cost estimate; this is a continuation of 2010 work and will not require a workplan.

**THIS WORK ASSIGNMENT REQUIRES SPECIFIC AREAS OF EXPERTISE AS FOLLOWS.**

1 - expert with at least 10 years documented experience writing and working on Indoor Air Quality (IAQ) economic/technical/science issues

2 - building science expert with at least 7 years documented experience, including experience as an instructor in university and/or nonprofit settings on moisture control in buildings, mold cleanup, and other IAQ issues. It is essential that this person have extensive field experience fixing water/ moisture and mold problems in residential and commercial buildings for at least 7 years.

3 - professional artist or cartoonist with extensive experience (cartoons published in at least 5 technical/scientific type works) creating cartoons to illustrate technical and/or scientific topics, artist must be able to work/ interact effectively with computer expert (s) and technical writers

4 - computer expert, must have at least 5 years experience with website design, must be closely familiar with EPA standard layout requirements for web materials

5 - expertise in layout and design, editing, technical writing, and scientific/technical literature search will be required

6 - expert with extensive experience on indoor air quality science, and building science as related to indoor air quality -- it is essential that this expert have writing experience

7 - public health or environmental health professionals with extensive experience on mold related health effects/ environmental health issues, and/or environmental health experts with expertise in building science & IAQ issues. Must have experience teaching for continuing education.

8 - professional editor with at least 5 years experience working with technical publications

9 - expert in the design and creation of camera-ready electronic files, in state-of-the-art publishing software including Adobe InDesign, used by professional printers for the creation of hard-copy publications, must have experience with editing and print related technical issues from creation to final product

**THE CONTRACTOR SHALL PROVIDE RESUMES OF ALL STAFF WHO WILL PERFORM THIS WORK**



**Task 1 - Cost Estimate.** For Tasks 2-5, one or more in-person or phone meetings between the contractor staff and WAM will be needed to discuss details and scheduling (Meetings will be scheduled at mutually agreeable times, to be arranged.) No tasks will be performed without explicit authorization from the WAM.

**Task 2 - Provide editorial and design support for updates to existing mold, flood, & IAQ science web pages and related IAQ web pages (on EPA website)**

SOW A2(a), D2(i)

Minor edits and rewriting may be involved. WAM will specify any research items or rewrite required. Work will be primarily in Word format (coding and programming will not be required). For the purposes of the cost estimate, assume this includes minor edits to the text of 2 existing web pages.

**Task 3 - Support for Mold/Moisture/Flood/Biologicals/IAQ related Projects including outreach efforts**

SOW D2(m)

Provide professional editing, writing, review of research projects/protocols and related materials, and research support for development of or revision to EPA mold/ moisture/ flood/ biologicals/ IAQ documents or to related documents, web documents, or research projects. This task may also include support with outreach to professionals on IAQ topics including radon, interaction with EPA staff at the EPA Office of Research and Development, and others on mold/ moisture/ flood/ biologicals/ IAQ science/technical related issues, distribution and response to public comments, and development of final documents including photography/ graphics/ layout/camera-ready copy, meeting/conference support, and related work/items. Webinars and online CME or other educational materials may be developed as well,

For the purposes of the cost estimate, assume that 1 factsheet is created, 2 outreach presentations by IAQ experts on EPA IAQ related subjects are made at national meetings, and 1 online mold course is finalized with video editing and new support materials (working with existing electronic footage).

**Task 4 - Mold and Moisture/Indoor Air Quality (IAQ) issue research and analysis support**

SOW A2(a)

Provide professional analysis, editing, writing, and research support, including document and book search and retrieval for mold /moisture/ IAQ/ hurricane response related work. This may include assistance with research on and analysis of biocides, flood cleanup, emerging energy and IAQ issues including formaldehyde, drywall, IAQ and emergency preparedness, weatherization, nanotechnology and building products, the gulf oil spill and indoor air issues, and other mold/moisture related items as well as editing and writing support.

For the purposes of the cost estimate, assume this includes research and analysis related to emerging issues on climate change, weatherization, energy, and IAQ, and one 30 page related technical deliverable /reports/white paper. Also, for the purposes of



the cost estimate, assume that 2 complex literature searches are completed, 50 articles/15 books are retrieved, 2 experts are consulted by phone (2 hours each) on complex IAQ issues, 2 documents of approximately 15 pages each are written in response to new/emerging specific IAQ issues or questions, and 2 documents are reviewed, and comments supplied to EPA by building science/IAQ experts. No reviews/research will be performed nor items retrieved without explicit instruction from the WAM.

**Task 5 - Editorial and writing support for drafting, revising, and writing IAQ related technical/ professional documents**

SOW D2(a), (m)

Existing background materials and Powerpoint files on mold, moisture, climate change &/or other IAQ technical issues (provided by EPA) will be expanded to encompass additional IAQ issues as specified by the WAM such as VOCS, products, green buildings, asthma, ventilation, building envelopes, etc. New powerpoint files and supporting materials will also be created related to IAQ science, IAQ and climate change adaptation, and other IAQ issues.

For the purposes of the cost estimate, assume that 35 new/expanded pages will be created in Word and Powerpoint. An expert (s) in building science/IAQ will be needed in addition to an experienced technical editor.

**4. TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Unless otherwise mutually arranged, written reports and documents must be submitted in Word, camera ready publications/documents in Adobe InDesign, web publications in HTML. All original materials retrieved (articles, books, reports, etc) and all originals of artwork/graphics/hard copy photos will be submitted to WAM prior to the end of the contract. Copies of all electronic photos shall be submitted to EPA prior to contract end as JPEG files, RAW files, or other format acceptable to WAM as appropriate.

<u>TASK NO:</u>	<u>DELIVERABLE</u>	<u>DUE DATE</u>
1	Cost estimate	Within 20 calendar days after the effective date of the work assignment
2	Updates to science web pages	ongoing
3	IAQ factsheets/outreach/ continuing education work	ongoing
3	Finalized online mold course	fall/winter 2013
4	Mold/IAQ research/analysis/	starts ASAP - ongoing



5

IAQ White report/paper

Editorial/writing support

ongoing

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-13

☐ Other☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Mold, Moisture, Climate Change

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to approve the work plan and cost estimate dated October 19, 2012. The work assignment is capped at \$120,000.00 and 1,492 LOE. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee: \$0.00

LOE:

220

This Action:

\$120,000.00

1,272

Total:

\$120,000.00

1,492

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

10/19/2012

Cost/Fee: \$210,000.00

LOE: 1,650

Cumulative Approved:

Cost/Fee: \$120,000.00

LOE: 1,492

Work Assignment Manager Name Laura Kolb

Branch/Mail Code:

Phone Number 202-343-9438

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:


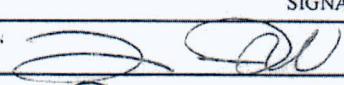
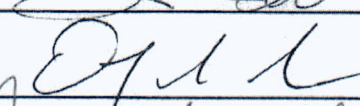
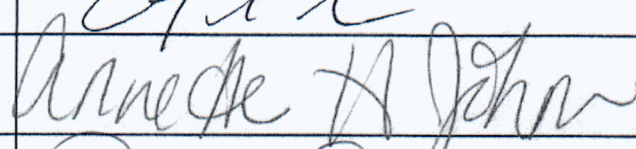
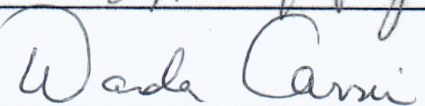
Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)



Work Assignment		EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency		CONTRACTOR Cadmus	
Research Triangle Park, NC 27711		ASSIGNMENT NO. V-13	
		ASSIGNMENT CHANGE NO 1	
TITLE - Mold, Moisture, Climate Change and Indoor Air/Science Support		DATE	
DESCRIPTION  This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$120,000 for 1492 hours.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	220 + 1272 = 1492		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE 	ORG CODE 6609J	TELEPHONE 343-9438	DATE 11/30/12
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laurel Kolb			11/30/12
David Rowson Division Director, IED			11/30/12
Annette Johnson Project Officer			11/30/12
Wanda Carrier Contracting Officer			12/12/12
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-13

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Mold, Moisture ,Climate Change

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to increase the funding for the already approved work plan. The ceiling is now \$150,000 and 1,567 hours. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

\$ 120,000.00

LOE: 1,492

This Action:

\$ 30,000.00

75

Total:

\$ 150,000.00

1,567

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Laura Kolb

Branch/Mail Code:

Phone Number 202-343-9438

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name

Wanda Carnier  
Wanda Carnier

(Signature)





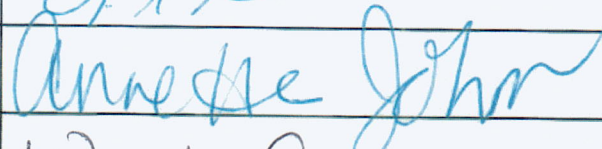
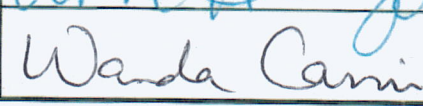
(Date)

Branch/Mail Code:

Phone Number: 202-564-6679

FAX Number: 202-565-2557



<b>Work Assignment</b>  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096  CONTRACTOR Cadmus  ASSIGNMENT NO. V-13  ASSIGNMENT CHANGE NO 2	
<b>TITLE</b> Mold, Moisture, Climate Change and Indoor Air Science/ Support		<b>DATE</b>	
<b>DESCRIPTION</b>  This amendment is to release the budget cap and increase the amount to \$150,000 (\$120,000 + \$30,000) and the hours to <u>1567</u> to continue the ongoing project support for the advanced bioaerosols instructional materials under Task 3. <u>(1492 + 75)</u>			
*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	$1492 + 75 = 1567$		
DURATION OF WORK	10/1/12-9/30/13		
COMPLETION DATE	9/30/13		
<b>REQUESTERS SIGNATURE</b> Laura Kolb 		<b>ORG CODE</b> 6609J	<b>TELEPHONE</b> (202)343-9438
		<b>DATE</b> 5/14/13	
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb <b>Center Director</b> 			5/14/13
David Rowson <b>Division Director</b>			5/16/13
Annette Johnson <b>Project Officer</b>			5/16/13
Wanda Carrier <b>Contracting Officer</b>			6/18/13
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-13								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003								
Contract Number EP-D-08-096	Contract Period   10/01/2008   To   09/30/2013 Base                      Option Period Number      4	Title of Work Assignment/SF Site Name Mold								
Contractor CADMUS GROUP, INC., THE		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   10/01/2012   To   09/30/2013								
Comments: The purpose of this work assignment is to release the budget cap and increase the funding to \$185,237 to continue the ongoing project support for the advanced bioaerosols instructional materials and the moisture control guidance document under Task 3. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		\$ 150,000.00		LOE:		1,567		
10/01/2008   To   09/30/2013										
This Action:				30,209.00				0		
Total:				\$ 185,209.00				1,567		
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name   Laura Kolb						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number   202-343-9438				
						FAX Number:				
Project Officer Name   Annette Johnson						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:   202-343-9489				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:				
						FAX Number:				
Contracting Official Name   Wanda Carrier						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:   202-564-0777				
						FAX Number:				

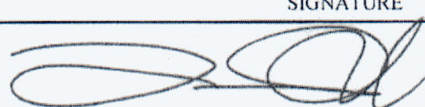
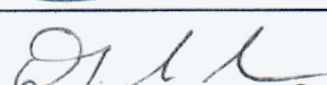
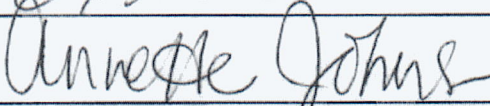



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096 CONTRACTOR Cadmus ASSIGNMENT NO. V-13 ASSIGNMENT CHANGE NO 3	
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support		DATE	
DESCRIPTION <p>This amendment is to release the budget cap and increase the funding to \$185,209 (\$150,000 + \$30,209) and the LOE hours will remain the same to continue the ongoing project support for the advanced bioaerosols instructional materials and the moisture control guidance document under Task 3.</p> <p>*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.          *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.</p> <p style="text-align: right;">VSO 6/25/13</p>			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	1567		
DURATION OF WORK	10/1/12-9/30/13		
COMPLETION DATE	9/30/13		
REQUESTERS SIGNATURE Laura Kolb	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 6/25/13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Center Director			6/26/13
David Rowson Division Director			6/27/13
Annette Johnson Project Officer			6/28/13
Wanda Carrier Contracting Officer			7/9/13
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-13								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004								
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 09/30/2013 Base                      Option Period Number 4	Title of Work Assignment/SF Site Name Mold, Moisture, Climate Change								
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 10/01/2012 To 09/30/2013								
Comments: This WA amendment is to approve Cadmus' budget dated October 19, 2012 for 1650 hours and \$210,000. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$185,209.00		LOE: 1,567						
This Action:		24,791.00		83						
Total:		\$210,000.00		1,650						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Laura Kolb						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Annette Johnson						Phone Number 202-343-9438				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Wanda Carrier						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-0777				
						FAX Number:				

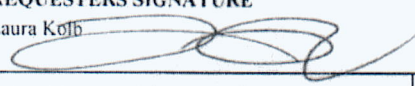

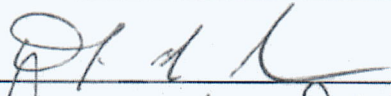
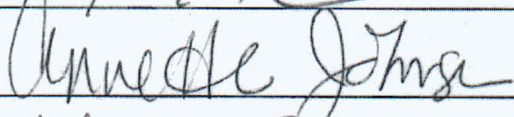
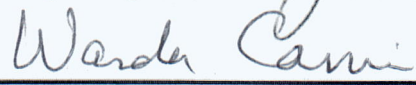


Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V-13	
		ASSIGNMENT CHANGE NO 4	
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support		DATE	
DESCRIPTION  This amendment is to approve the Cadmus original budget dated October 19, 2012 for 1650 hours and \$210,000.  *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	1650 = 1567 + 83		
DURATION OF WORK	10/1/12-9/30/13		
COMPLETION DATE	9/30/13		
REQUESTERS SIGNATURE Laura Kolb	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 7/22/13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director			7/22/13
David Rowson Division Director			7/23/13
Annette Johnson Project Officer			7/24/13
Wanda Carrier Contracting Officer			7/24/13
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-13 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005								
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 09/30/2013 Base                      Option Period Number    4	Title of Work Assignment/SF Site Name Mold, Moisture, Climate Change								
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 10/01/2012 To 09/30/2013								
Comments: This amendment is to update an existing analysis of indoor asthma triggers to include national & international literature under Task 3. Please provide a cost estimate. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$210,000.00		LOE: 1,650						
This Action:		\$		25						
Total:		\$210,000.00		1,675						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name    Laura Kolb						Branch/Mail Code:				
_____ (Signature)						Phone Number    202-343-9438				
_____ (Date)						FAX Number:				
Project Officer Name    Annette Johnson						Branch/Mail Code:				
_____ (Signature)						Phone Number: 202-343-9489				
_____ (Date)						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						Phone Number:				
_____ (Date)						FAX Number:				
Contracting Official Name    Wanda Carrier						Branch/Mail Code:				
_____ (Signature)						Phone Number: 202-564-0777				
_____ (Date)    7/25/13						FAX Number:				



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096  CONTRACTOR Cadmus  ASSIGNMENT NO. V-13  ASSIGNMENT CHANGE NO 5	
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support		DATE	
<b>DESCRIPTION</b>  This amendment is to _____ update an existing analysis of indoor asthma triggers to include national and international literature under Task 3. Please provide a cost estimate.			
*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	1650		
DURATION OF WORK	10/1/12-9/30/13		
COMPLETION DATE	9/30/13		
REQUESTERS SIGNATURE Laura Kolb 		ORG CODE 6609J	TELEPHONE (202)343-9438
		DATE 7/22/13	
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director			7/22/13
David Rowson Division Director			7/23/13
Annette Johnson Project Officer			7/24/13
Wanda Carrier Contracting Officer			
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	




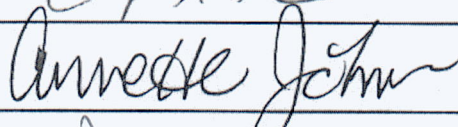
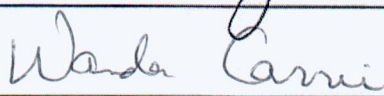
<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-13	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000006	
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 09/30/2013		Title of Work Assignment/SF Site Name
	Base	Option Period Number 4	Mold, Moisture
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 10/01/2012 To 09/30/2013	
Comments: This amendment is to approve Cadmus' cost proposal dated August 5, 2013 for 135 hours and \$25,101 and total hours of 1,785 hours and \$235,101.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.	
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$ 210,000.00	LOE: 1,650
This Action:		\$ 25,101.00	135
Total:		\$235,101.00	1,785
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee:	LOE:
Cumulative Approved:		Cost/Fee:	LOE:
Work Assignment Manager Name    Laura Kolb		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number 202-343-9438	
		FAX Number:	
Project Officer Name    Annette Johnson		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-343-9489	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name    Wanda Carrier		Branch/Mail Code:	
_____ (Signature) _____ (Date) 8/23/13		Phone Number: 202-564-0777	
		FAX Number:	



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096  CONTRACTOR Cadmus  ASSIGNMENT NO. V-13  ASSIGNMENT CHANGE NO 6	
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support		DATE	
<b>DESCRIPTION</b>  This amendment is to approve the budget dated August 5, 2013 for 135 hours and \$25,101 and a total of \$235,101 and 1,785 hours  <div style="display: flex; justify-content: space-between;"> <div>           *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.            *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.         </div> <div style="text-align: right;">           V-13 8/13/13         </div> </div>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	1650 + 135 = 1785		
DURATION OF WORK	10/1/12-9/30/13		
COMPLETION DATE	9/30/13		
<b>REQUESTERS SIGNATURE</b> Laura Kolb		<b>ORG CODE</b> 6609J	<b>TELEPHONE</b> (202)343-9438
		<b>DATE</b> 8/13/13	
APPROVALS AS APPLICABLE	SIGNATURE	DATE	
 <b>Center Director</b>	 <b>Division Director</b>	8/13/13	
David Rowson <b>Division Director</b>	 <b>Project Officer</b>	8/15/13	
Annette Johnson <b>Project Officer</b>	 <b>Contracting Officer</b>	8/16/13	
Wanda Carrier <b>Contracting Officer</b>		8/23/13	
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-13	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000007	
Contract Number EP-D-08-096	Contract Period   10/01/2008   To   03/31/2014	Title of Work Assignment/SF Site Name	
	Base                      Option Period Number      4	Mold, Moisture, Climate Change	
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance	
		From   10/01/2012   To   12/31/2013	
Comments: The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide a cost estimate. All other terms and conditions remain unchanged.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 10/01/2008   To   03/31/2014		Cost/Fee: \$ 235,101.00                      LOE: 1,785	
This Action:		0                      0	
Total:		\$235,101.00                      1,785	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee:                      LOE:	
Cumulative Approved:		Cost/Fee:                      LOE:	
Work Assignment Manager Name    Laura Kolb		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number   202-343-9438	
		FAX Number:	
Project Officer Name    Annette Johnson		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number: 202-343-9489	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number:	
		FAX Number:	
Contracting Official Name    Wanda Carrier		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number: 202-564-0777	
		FAX Number:	



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096 CONTRACTOR Cadmus ASSIGNMENT NO. V-13 ASSIGNMENT CHANGE NO 7	
TITLE Mold, Moisture, Climate Change and Indoor Air Science/ Support		DATE	
DESCRIPTION <p>The purpose of this amendment is to modify the period of performance for V-13. The period of performance will be extended from 10/1/13 – 12/31/13. All other terms and conditions remain unchanged.</p> <p>*The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause.          *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.</p> <p style="text-align: right;">✓ 9/17/13</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF		GOVERNMENT ESTIMATE	
LABOR HOURS			
DURATION OF WORK		3 months	
COMPLETION DATE		12/31/13	
REQUESTERS SIGNATURE Laura Kolb 		ORG CODE 6609J	TELEPHONE (202)343-9438
		DATE 9/17/13	
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director			9/17/13
David Rowson Division Director			9/17/13
Annette Johnson Project Officer			9/18/13
Wanda Carrier Contracting Officer			9/27/13
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE		DATE

<div style="display: inline-block; width: 150px;"><b>EPA</b></div> <div style="display: inline-block; width: 300px; text-align: center;"><b>United States Environmental Protection Agency</b> Washington, DC 20460</div> <div style="display: inline-block; width: 150px; text-align: center;"><b>Work Assignment</b></div>		Work Assignment Number V-13								
		<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Other</div><div><input checked="" type="checkbox"/> Amendment Number: 000008</div></div>								
Contract Number EP-D-08-096		Contract Period 10/01/2008 To 03/31/2014 Base Option Period Number 4		Title of Work Assignment/SF Site Name Mold						
Contractor Cadmus Group, Inc., The			Specify Section and paragraph of Contract SOW							
Purpose: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Work Assignment <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval</div><div><input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding</div></div>			Period of Performance From 10/01/2012 To 12/31/2013							
Comments: The purpose of this amendment is to approve Cadmus' budget dated November 13, 2013 for 600 hours and \$65,194 for the extension. All other terms and conditions remain unchanged.										
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Superfund</div><div style="text-align: center;">Accounting and Appropriations Data</div><div><input checked="" type="checkbox"/> Non-Superfund</div></div>										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 03/31/2014		Cost/Fee: \$235,101.00 65,194.00 \$300,295.00				LOE: 1,785 600 2,385				
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee:			LOE:				
Cumulative Approved:			Cost/Fee:			LOE:				
Work Assignment Manager Name Laura Kolb						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature)</div>						Phone Number 202-343-9438				
						FAX Number:				
Project Officer Name Annette Johnson						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature)</div>						Phone Number: 202-343-9489				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature)</div>						Phone Number:				
						FAX Number:				
Contracting Official Name Wanda Carrier						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature)</div>						Phone Number: 202-564-0777				
						FAX Number:				



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V-13	
		ASSIGNMENT CHANGE NO 8	
TITLE Mold, Moisture, Climate Change and Indoor Air Science/Support		DATE	
DESCRIPTION The purpose of this amendment is to approve the budget for amendment 7 of \$65,194 and 600 hours. <i>for this extension.</i>  *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE WAM when 75% of the funds are expended.			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	1785 + 640 = 2385		
DURATION OF WORK	3 months		
COMPLETION DATE	12/31/13		
REQUESTERS SIGNATURE Laura Kolb	ORG CODE 6609J	TELEPHONE (202)343-9438	DATE 12/2/13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director	<i>[Signature]</i>		12/2/13
David Rowson Division Director	<i>Admitz for</i>		12/3/13
Annette Johnson Project Officer	<i>Annette Johnson</i>		12/3/13
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		12/16/13
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

<div style="display: inline-block; width: 150px; text-align: center;"><b>EPA</b></div> <div style="display: inline-block; width: 300px; text-align: center;"><b>United States Environmental Protection Agency</b> Washington, DC 20460</div> <div style="display: inline-block; width: 150px; text-align: center;"><b>Work Assignment</b></div>		Work Assignment Number V-14								
		<div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Other</div><div><input type="checkbox"/> Amendment Number:</div></div>								
Contract Number EP-D-08-096		Contract Period 10/01/2008 To 09/30/2013		Title of Work Assignment/SF Site Name Radon Leaders Saving Lives						
Contractor CADMUS GROUP, INC., THE		Specify Section and paragraph of Contract SOW								
Purpose: <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval</div><div><input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding</div></div>		Period of Performance From 10/01/2012 To 09/30/2013								
Comments: The purpose of this work assignment is to initiate work. The contractor shall submit a new cost estimate and work plan within 20 days of the initiation of this work assignment.										
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Superfund</div><div>Accounting and Appropriations Data</div><div><input checked="" type="checkbox"/> Non-Superfund</div></div>										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee:		LOE: 0						
This Action:				550						
Total:				550						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Katrin Kral							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"><div>_____ (Signature)</div><div>_____ (Date)</div></div>							Phone Number 202-343-9454			
							FAX Number:			
Project Officer Name Annette Johnson							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"><div>_____ (Signature)</div><div>_____ (Date)</div></div>							Phone Number: 202-343-9489			
							FAX Number:			
Other Agency Official Name Dionne Wright							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"><div>_____ (Signature)</div><div>_____ (Date)</div></div>							Phone Number: 202-564-2982			
							FAX Number:			
Contracting Official Name Wanda Carrier							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"><div>Wanda Carrier (Signature)</div><div>9/25/12 (Date)</div></div>							Phone Number: 202-564-0777			
							FAX Number:			



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V- 14	
		ASSIGNMENT CHANGE NO	
TITLE - Support for the Radon Leaders Saving Lives Campaign		DATE	
DESCRIPTION  Work Assignment to support the Radon Leaders Saving Lives Campaign (Follow-on to Work Assignment IV-08).   <div style="text-align: right;">VSD 7/16/12</div> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF		GOVERNMENT ESTIMATE	
LABOR HOURS			
DURATION OF WORK		12 months	
COMPLETION DATE		09/30/2013	
REQUESTORS SIGNATURE <i>Kot M. K.</i>		ORG CODE 6609J	TELEPHONE 202-343-9454
		DATE 7/10/2012	
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Bill Long Center Director	<i>Bill Long</i>		7/15/12
Dave Rowson Division Director	<i>Dave Rowson</i>		7/16/12
Annette Johnson Project Officer	<i>Annette Johnson</i>		8/29/12
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		9/25/12
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE		DATE



**DATE:**

**WORK ASSIGNMENT**

**CONTRACTOR:** Cadmus  
**CONTRACT NUMBER:** EP-D-08-096

**WORK ASSIGNMENT NO:** V-14

**WORK ASSIGNMENT TITLE:** Support for the Radon Leaders Saving Lives campaign

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:**

**Mailing Address:**

Katrin Kral  
Indoor Environments Division (6609J)  
US EPA  
1200 Pennsylvania Ave., NW  
Washington, DC 20460  
(202) 343-9454

**Delivery Address:**

Katrin Kral  
Indoor Environments Division  
4<sup>th</sup> Floor (Rm:413M)  
US EPA  
1310 L Street, NW  
Washington, DC 20005

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:**

**Mailing Address:**

Susie Shimek  
Indoor Environments Division (6609J)  
US EPA  
1200 Pennsylvania Ave., NW  
Washington, DC 20460  
(202) 343-9615

**Delivery Address:**

Susie Shimek  
Indoor Environments Division  
4<sup>th</sup> Floor (Rm:427M)  
US EPA  
1310 L Street, NW  
Washington, DC 20005

**LEVEL OF EFFORT:** Hours

**PERIOD OF PERFORMANCE:** 10/1/2012 through 09/30/2013.  
This is a follow-on work assignment from IV-08.

**1. BACKGROUND**

Radon is the second leading cause of lung cancer and responsible for an estimated 20,000 deaths per year. Nearly one in 15 homes has radon concentrations above the EPA recommended action level. The 1988 Indoor Radon Abatement Act (IRAA) specifically gives EPA the authority to conduct its National Radon program. The IRAA establishes a long-term goal that indoor air be as free from radon as the ambient air outside buildings. The law authorized funds for radon-related activities at the state and federal levels:

- Establishing state programs and providing technical assistance
- Conducting radon surveys of schools and federal buildings



- Establishing training centers and a proficiency program for firms offering radon services
- Developing a citizen's guide to radon
- Developing model construction standards.

EPA's radon program is designed to reduce radon exposure through the use of mitigation technologies in existing homes, the use of radon resistant construction in new homes, and the mitigation of radon in schools. In 2007, EPA, along with the Conference of Radiation Control Professionals and the American Association of Radon Scientists and Technologists, launched the Radon Leaders Saving Lives (RLSL) campaign with the stated goal of doubling action on radon within five years. In 2011, EPA and eight federal agencies joined efforts to more aggressively reduce radon risk through release of the Federal Radon Action Plan. With this Action Plan, the federal government is seeking to leverage and advance existing state, local and national programs to create healthier home and school environments for America's families.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

## 2. PURPOSE

In order to meet the Radon Leaders Saving Lives (RLSL) campaign goal, EPA, its federal partners and the States must identify and implement the most effective partnerships, policies and program elements to make the program as efficient as possible in achieving radon risk reduction. The purpose of this work assignment is for the contractor to assist EPA and its partners in achieving the goals of the RLSL campaign by building stronger state programs, supporting implementation of the Federal Radon Action Plan, improving regional and national radon meetings, and developing communication tools and strategies to promote best practices.

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."**

## 3. SCOPE OF WORK

### **Task 1: Prepare a cost proposal and technical approach for accomplishing the work**

The contractor shall submit a cost proposal to the Work Assignment Contracting Officer's Representative within 20 calendar days of the receipt of the approved work assignment. The cost estimate for all tasks described in this Work Assignment shall detail the contractor's cost estimate for accomplishing the Work Assignment, including a schedule of deliverables, estimated labor hours and ODCs. Estimates in the cost proposal shall include travel and other costs necessary to implement the program.



**Deliverable:**

- 1.1** The contractor shall prepare and submit a cost proposal and technical approach within 20 calendar days of the effective date of the approved work assignment.

**Task 2: Meeting and Technical Guidance with EPA WA COR**

The contractor shall meet with the EPA WA COR (at EPA/DC) to discuss particulars concerning the cost proposal/work assignment within 15 working days of the effective date of the approved work assignment. Subsequently, the contractor shall meet on an as-needed basis to receive EPA guidance and discuss issues regarding all tasks indicated. For planning purposes, the contractor should plan on meeting weekly via phone, and at least once a month in person.

**Deliverables:**

- 2.1** The contractor shall participate in an initial meeting within 15 working days of the effective date of the approved work assignment.
- 2.2** The contractor shall participate in regular meetings and email EPA WA COR meeting notes capturing key streams of work discussed and action items within 4 working days of each meeting.
- 2.3** The contractor shall provide EPA WA COR weekly status updates that include key milestones, activities completed, budget update, contractor requests and needs, issues identified and pending work. Unless otherwise specified through technical direction, the contractor shall provide updates by Friday COB.

**Task 3 Provide support for regional and national radon meetings (E.2. a-e, D.2. l)**

The contractor shall support the planning and execution of national and regional stakeholder meetings, National Radon Meetings, EPA HQ/Regional meetings, and EPA sponsored radon stakeholder meetings with state and tribal radon officials, EPA Regional Staff, radon industry professionals, non-profits, and other radon stakeholders.

- The contractor shall provide facilitation services, subject matter expertise and/or content development for events and meetings, including 2-3 regional stakeholder meetings, and the 2012 and 2013 National Radon Meetings, 2-4 National Stakeholder Dialogue meetings, 1-3 additional stakeholder events (e.g. NCSL annual meeting) and RLSL principal meetings. The contractor shall assist in developing the meeting agendas, including conducting stakeholder interviews to scope and refine agenda topics, consolidating comments received on the draft agenda, and producing a final version of the agenda. If directed by the WA COR, the contractor shall facilitate the meetings or secure the services of professional facilitators, and prepare meeting notes. In addition, if directed by the WA COR the contractor shall identify, recruit, and assemble local, regional, and national radon best practices experts to attend meetings, conferences, workshops, and symposia to address to share and promote best practices. If directed, the



contractor shall organize prep sessions for speakers and develop draft presentation materials. For cost estimate purposes, the contractor should plan to support travel for up to 5 experts located across the country. Note: All conference activities and events will adhere to Agency policies on ethics and procurement.

**Deliverables:**

- 3.1** 10 days prior to scheduled meetings provide the EPA WA COR with a working agenda/facilitator's outline.
- 3.2** Contact radon stakeholders as directed by the WA COR (e.g. to receive input, receive feedback, arrange travel, and help prepare for presentations), organize prep session and/or prepare draft materials as directed at least 5 days prior to the meeting.
- 3.3** Within 5 working days of the completion of the meeting provide EPA WA COR with a draft summary of the meeting. Within 2 working days of receiving comments from the WA COR, prepare a final meeting summary.

**Task 4 Support implementation of the Federal Radon Action Plan (E.2. a-c, D.2. I)**

The contractor shall support EPA and its federal partners with implementation of the Federal Radon Action Plan ([www.epa.gov/radon](http://www.epa.gov/radon)) . Unless otherwise specified through technical direction activities will include facilitation, communication with partners via email, project planning and tracking, agenda development, preparation of meeting notes and support with implementation of activities in the Plan. The WA COR will provide the contractor with technical direction specifying type of activities required to support implementation of the Plan. At a minimum these activities will include research and development of options papers. For cost estimate purposes, the contractor should plan to support implementation of activities for which EPA has the lead.

**Deliverables:**

- 4.1** Routinely manage email correspondence with federal partners.
- 4.2** 4 working days prior to scheduled meetings provide the EPA WA COR with a working agenda/facilitator's outline.
- 4.3** Within 5 working days of the completion of the meeting provide EPA WA COR with a draft summary of the meeting.
- 4.4** When directed to support implementation of the Action Plan, the contractor shall submit written deliverable within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Within 10 working days of receiving comments from EPA WA COR, the contractor shall submit a final draft.

The contractor shall submit quality objectives and a Quality Assurance Project Plan prior to any data gathering work if tasked work involves the use of environmental data from other sources or collected for other purposes, including literature, industry surveys, compilations



from computerized data bases and information systems, or results from computerized or mathematical models of environmental processes and conditions. In these cases the Contractor shall submit the necessary quality assurance documentation within 10 working days of receiving technical direction. Once approved, the Contractor shall initiate work and submit written deliverable within 10 working days. Within 10 working days of receiving comments from EPA WA COR, the contractor shall submit a final draft.

**Task 5 Support the Radon Leaders Saving Lives Campaign (A.2. b; B.2 d-f; C.2. a,c,d,e; D.2. h-j, F.2. a-e)**

The contractor shall support EPA and its partners in the implementation of the Radon Leaders Savings Lives (RLSL) Campaign. The goal of the campaign is to double national results (homes mitigated, new homes built RRNC, and lives saved) through the promotion of best practices, improved collaboration and communication between the partner organizations, and the development of new tools and strategies.

- As directed by the WA COR, the contractor shall conduct research on state, local, and tribal programs, including web searches, analyzing performance data, and conducting phone interviews. The contractor shall use this knowledge to update and maintain the Radon Change Package and other campaign materials.
- The contractor shall help plan and facilitate quarterly campaign conference calls and up to three webinars. This shall include scheduling the calls, developing agendas, and coordinating with participants and presenters. If the anticipated audience for the webinar is greater than fifty, the contractor should plan to use their in-house webinar software.
- As directed by the WA COR, the contractor shall recommend and develop communication tools to promote the campaign. This may include web-based tools, PowerPoint slides, posters, booth displays, multi-media presentations (audio and video), contests, public service campaigns, or press materials. As directed, the contractor will work with EPA's partners to support and update [www.radonleaders.org](http://www.radonleaders.org).

**Deliverables:**

**5.1** Within 10 working days of being directed to conduct research on radon programs the contractor shall report their draft findings to the WA COR.

**5.2** 5 workings days prior to any scheduled calls or webinars the contractor shall submit a draft agenda and any draft presentation materials. Within 5 days after the calls or webinars the contractor shall provide a summary of discussion.

**5.3** As directed by the WA COR, the contractor shall recommend and develop additional communication tools to promote the RLSL campaign written within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Within 10 working days of receiving comments from EPA WA COR, the contractor shall submit a final draft.



#### 4. TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as stated below.

*The contractor shall provide the WA COR with a master and an archive copy on CD-ROM of all final deliverables. All deliverables shall be compatible with ORIA equipment (Microsoft Word for basic reports and documents, PageMaker for those items which will be published and .HTML format for those items which will be inserted in EPA's website) must also be provided upon completion of the work assignment.*

Task no.	Deliverable	Due Date
Task 1	Cost Proposal	20 calendar days after approval of W.A. by CO
Task 2	Meeting with WA COR	15 working days after approval of WA by CO
	Technical Guidance	Ongoing
	Weekly Status Updates	Fridays COB -- Ongoing
Task 3	Working agendas facilitator's outline for scheduled meetings.	10 days prior to scheduled meetings
	Contact radon stakeholders	As directed by WA COR
	Draft meeting summaries	Within 5 working days of the completion of the meeting
Task 4	Email correspondence	Ongoing
	Meeting agenda	4 working days prior to scheduled meeting
	Draft meeting summaries	Within 5 working days of the completion of the meeting
	Draft materials to support implementation of the Action Plan	Within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Final draft within 10 working days of received comments from EPA WA COR
Task 5	Draft research findings on radon programs.	Within 10 days of receiving direction from the WA COR.
	Draft agenda and presentation materials for campaign calls and webinars, discussion summaries.	5 workings days prior; 5 days after

Task no.	Deliverable	Due Date
	Shall recommend and develop additional communication tools to promote the campaign	Within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Final draft within 10 working days of received comments from EPA WA COR

## 5. General

Unless otherwise specified in the Work Assignment, the WA COR will review deliverables and provide comments within 20 working days after receipt of deliverable. In the event that the WA COR's review schedule cannot be met, the WA COR will notify the contractor and provide a revised estimate of the completion date for review and comments.

The WA COR is authorized to issue technical direction in accordance with the contract clauses.

As necessary, the contractor shall communicate with the WA COR to discuss progress made, any problems or obstacles encountered, and the complete status of all ongoing tasks.

The contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WA COR.

The contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used.



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-14

☐

Other

☐

Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Radon Leaders Saving Lives

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to approve the work plan and cost estimate dated October 19, 2012. The work assignment is capped at \$1650,000 and 2,012 LOE. All other terms and conditions remain unchanged.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee: \$0.00

LOE:

550

This Action:

\$165,000.00

1,462

Total:

\$165,000.00

2,012

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 10/19/2012

Cost/Fee: \$345,112.00

LOE: 4,385

Cumulative Approved:

Cost/Fee: \$165,000.00

LOE: 2,012

Work Assignment Manager Name Katrin Kral

Branch/Mail Code:

(Signature)

(Date)

Phone Number 202-343-9454

FAX Number:

Project Officer Name Annette Johnson

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-343-9489

FAX Number:

Other Agency Official Name

Branch/Mail Code:

(Signature)

(Date)

Phone Number:

FAX Number:

Contracting Official Name Wanda Carrier

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-564-0777

FAX Number:

Work Assignment		EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency		CONTRACTOR Cadmus	
Research Triangle Park, NC 27711		ASSIGNMENT NO. V-14	
		ASSIGNMENT CHANGE NO 1	
TITLE - Support for the Radon Leaders Saving Lives Campaign		DATE	
<b>DESCRIPTION</b>  <p>This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$165,000 for 2012 hours.</p> <p style="text-align: right;">VSD 11/30/12</p> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b>			
PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	550 + 1462 = 2012		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE <i>[Signature]</i>	ORG CODE 6609J	TELEPHONE 343-9615	DATE 11/30/12
APPROVALS AS APPLICABLE	SIGNATURE		DATE
William Long Center Director, CRAT	<i>[Signature]</i>		11/30/12
David Rowson Division Director, IED	<i>[Signature]</i>		11/30/12
Annette Johnson Project Officer	<i>Annette A Johnson</i>		11/30/12
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		12/13/12
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-14

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Radon Leaders Saving Lives

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to add 150 hours to the approved ceiling. The amount of hours has increased from 2,012 hours to 2,162 hours. All other terms and conditions remain the same.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

\$165,000.00

LOE: 2,012

This Action:

0

150

Total:

\$165,000.00

2,162

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Katrin Kral

Branch/Mail Code:

Phone Number 202-343-9454

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)

Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096  CONTRACTOR    Cadmus  ASSIGNMENT NO.    V-14  ASSIGNMENT CHANGE NO <b>2</b>	
TITLE - Support for Radon Leaders Saving Lives Campaign		DATE	
<b>DESCRIPTION</b>  This amendment is to add 150 no cost hours to this work assignment. The total hours are 2162 = 150 + 2012.  See attached sheets.  <div style="text-align: right; margin-right: 50px;"> <i>VSD 3/20/13</i> </div> *The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	2162 = 150 + 2012		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE <i>[Signature]</i>	ORG CODE ORIA/IED/ CEAT	TELEPHONE 202.343.9454	DATE 3.19.13
APPROVALS AS APPLICABLE	SIGNATURE	DATE	
Bill Long Center Director	<i>[Signature]</i>	3/20/13	
Dave Rowson Division Director	<i>[Signature]</i>	3/20/13	
Annette Johnson Project Officer	<i>[Signature]</i>	3/20/13	
Wanda Carrier Contracting Officer	<i>[Signature]</i>	3/27/13	
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number V-14			
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003			
Contract Number EP-D-08-096			Contract Period 10/01/2008 To 09/30/2013 Base                      Option Period Number    4			Title of Work Assignment/SF Site Name Radon Leaders Savings Lives			
Contractor CADMUS GROUP, INC., THE				Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance  From 10/01/2012 To 09/30/2013					
Comments: The purpose of this amendment is to increase the cap from 2,162 hours to 2554 hours and funding from \$165,000 to \$192,327.44. SRO Approval is attached. All other terms and conditions remain in full force and effect.									
<input type="checkbox"/> Superfund		Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund			
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		\$ 165,000.00		LOE: 2,162			
10/01/2008 To 09/30/2013									
This Action:				\$ 27,327.44		392			
Total:				\$ 192,327.44		2,554			
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name    Katrin Kral						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number    202-343-9454			
						FAX Number:			
Project Officer Name    Annette Johnson						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number: 202-343-9489			
						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number:			
						FAX Number:			
Contracting Official Name    Wanda Carrier						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number: 202-564-0777			
						FAX Number:			



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V-14	
		ASSIGNMENT CHANGE NO 3	
TITLE - Support for Radon Leaders Saving Lives Campaign		DATE	
DESCRIPTION  This work assignment amendment is to re-start work and release the budget cap and increase the funding to \$192,327.44 (\$165,000 + \$27,327.44) and the hours to 2554 (2162 + 392). A 75% notice of hours and resources expended was received on February 21, 2013. The work assignment has reached its current budget limit in dollars and hours and is at stop work as of April 17, 2013.  SRO Approval is attached.  *The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	2,162+392 = 2554		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE	ORG CODE	TELEPHONE	DATE
<i>[Signature]</i>		202.343.9454	4.22.13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Bill Long Center Director	<i>[Signature]</i>		4/22/13
Dave Rowson Division Director	<i>[Signature]</i>		4/23/13
Annette Johnson Project Officer	<i>[Signature]</i>		4/23/13
Wanda Carrier Contracting Officer	<i>[Signature]</i>		4/24/13
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	







Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096  CONTRACTOR     Cadmus  ASSIGNMENT NO.     V-14  ASSIGNMENT CHANGE NO. <u>4</u>	
TITLE - Support for Radon Leaders Saving Lives Campaign		DATE	
<b>DESCRIPTION</b>  <div style="text-align: right; margin-bottom: 10px;">293,035.<sup>00</sup></div> <p>The purpose of this amendment is to release and increase the budget cap to \$ and the hours to 4,134 to continue work under Tasks 2-5 of the Work Assignment through September 30, 2013. Specific projects that support the Indoor Environment Division's mission under these Work Assignment tasks include planning for a Federal/NGO meeting, implementation of the Federal Radon Action Plan and support of the Radon Leaders Saving Lives Campaign via upcoming stakeholder engagements.</p> <div style="text-align: right; margin-top: 20px;">VSD 5/21/13</div> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	2554 + 1580 = 4134		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE  	ORG CODE 6609J	TELEPHONE 202.343.9454	DATE 5.17.13
APPROVALS AS APPLICABLE	SIGNATURE	DATE	
Bill Long Center Director		5/21/13	
Dave Rowson Division Director		5/21/13	
Annette Johnson Project Officer		5/21/13	
Wanda Carrier Contracting Officer		6/18/13	
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-14								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005								
Contract Number EP-D-08-096		Contract Period 10/01/2008 To 09/30/2013 Base                      Option Period Number    4								
Contractor Cadmus Group, Inc., The		Title of Work Assignment/SF Site Name Radon Leaders Saving Lives								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 10/01/2012 To 09/30/2013								
Comments: This amendment is to increase the approved budget to \$302,332 and 4,268 hours. This increase will support completion of activities under Task 4, specifically development of an agenda for an Federal/Ally Radon meeting. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
<input type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$293,035.00		LOE: 4,134						
This Action:		9,297.00		134						
Total:		\$302,232.00		4,268						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name    Katrin Kral						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number    202-343-9454				
						FAX Number:				
Project Officer Name    Annette Johnson						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:    202-343-9489				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Wanda Carrier						Branch/Mail Code:				
Wanda Carrier _____ (Signature)                      9/20/13 (Date)						Phone Number:    202-564-6679				
						FAX Number:    202-565-2557				



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096  CONTRACTOR    Cadmus  ASSIGNMENT NO.    V-14  ASSIGNMENT CHANGE NO <b>5</b>	
TITLE - Support for Radon Leaders Saving Lives Campaign		DATE	
<b>DESCRIPTION</b>  The purpose of this amendment is to increase the cap for Work Assignment V-14 from 4,134 hours to 4,268 hours and funding from \$293,035.00 to \$302,332.00. The increase in the cap for this Work Assignment will support completion of activities under Task 4, specifically development of an agenda for an October 23, 2013 Federal/Ally radon meeting. This agenda must be completed before the end of this option year to ensure the success of this meeting. It was not possible to predict this work and therefore this need was not projected in the estimates provided by the contractor.  <div style="text-align: right; margin-right: 50px;"> <i>AD</i>  <i>9/17/13</i> </div> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	134 (Total hours= 4,268)		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE 		ORG CODE 6609J	TELEPHONE 202.343.9454
APPROVALS AS APPLICABLE		DATE	
Bill Long Center Director			
Dave Rowson Division Director			
Annette Johnson Project Officer			
Derek Davis Contracting Officer			
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div> United States Environmental Protection Agency  Washington, DC 20460 </div> </div> <div style="text-align: center; margin-top: 10px;"> <h2 style="margin: 0;">Work Assignment</h2> </div>		Work Assignment Number V-14								
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Other </div> <div style="width: 60%;"> <input checked="" type="checkbox"/> Amendment Number:  000006 </div> </div>										
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 03/31/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name Radon Leaders Saving Lives								
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW								
Purpose: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Work Assignment  <input checked="" type="checkbox"/> Work Assignment Amendment  <input type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out  <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance  From 10/01/2012 To 12/31/2013								
Comments: The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide cost estimate. All other terms and remain unchanged.										
<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Superfund <div style="flex-grow: 1; text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund </div>										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 15%;"> SFO (Max 2) <input type="checkbox"/> </div> <div style="flex-grow: 1; text-align: center;"> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. </div> </div>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$ 302,232.00				LOE: 4,268				
10/01/2008 To 03/31/2014										
This Action:		0				0				
		\$ 302,232.00				4,268				
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Katrin Kral							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Annette Johnson							Phone Number 202-343-9454			
_____ (Signature)							_____ (Date)			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-343-9489			
							FAX Number:			
Contracting Official Name Wanda Carnen							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-564-6679			
							FAX Number: 202-565-2557			



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711	EPA CONTRACT NO. EP-D-08-096
	CONTRACTOR Cadmus
	ASSIGNMENT NO. V-14
	ASSIGNMENT CHANGE NO 6

TITLE: Support for the Radon Leaders Saving Lives Campaign	DATE
--	------

**DESCRIPTION**

The purpose of this amendment is to modify the period of performance for WA V-5. The period of performance will be extended from 10/1/13 – 12/31/13. All other terms and conditions remain unchanged.

VSD  
9/17/13

\*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.

\*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED

**NOTICE TO CONTRACTOR**

PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER

ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE
LABOR HOURS		
DURATION OF WORK	3 months	
COMPLETION DATE	12/31/13	

REQUESTORS SIGNATURE Katrin Kral	ORG CODE 6609J	TELEPHONE 202-343-9443	DATE 9-12-13
-------------------------------------	-------------------	---------------------------	-----------------

APPROVALS AS APPLICABLE	SIGNATURE	DATE
<b>Bill Long</b> Center for Radon and Air Toxics	<i>Bill Long</i>	9/17/13
<b>Dave Rowson</b> Division Director	<i>D. Rowson</i>	9/17/13
<b>Annette Johnson</b> Project Officer	<i>Annette Johnson</i>	9/18/13
<b>Wanda Carrier</b> Contracting Officer	<i>Wanda Carrier</i>	9/27/13

CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT

SIGNATURE	TITLE	DATE
-----------	-------	------

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number V-14			
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000007			
Contract Number EP-D-08-096			Contract Period 10/01/2008 To 03/31/2014 Base                      Option Period Number      4			Title of Work Assignment/SF Site Name RLSL Campaign			
Contractor Cadmus Group, Inc., The				Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 10/01/2012 To 12/31/2013			
Comments: The purpose of this amendment is to approve Cadmus' cost proposal dated November 13, 2013 for 965 hours and \$78,032 for the extension. All other terms and conditions remain unchanged.									
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
10/01/2008 To 03/31/2014		\$302,232.00		4,268					
This Action:		78,032.00		965					
Total:		\$380,264.00		5,233					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name    Katrin Kral						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number    202-343-9454			
						FAX Number:			
Project Officer Name    Annette Johnson						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number: 202-343-9489			
						FAX Number:			
Other Agency Official Name						Branch/Mail Code:			
_____ (Signature)                      (Date)						Phone Number:			
						FAX Number:			
Contracting Official Name    Wanda Carrier						Branch/Mail Code:			
_____ (Signature)                      12/16/13 (Date)						Phone Number: 202-564-0777			
						FAX Number:			



Work Assignment		EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency		CONTRACTOR Cadmus	
Research Triangle Park, NC 27711		ASSIGNMENT NO. V-14	
		ASSIGNMENT CHANGE NO 7	
TITLE Support for the Radon Leaders Saving Lives Campaign		DATE	
<b>DESCRIPTION</b> <p>This modification approves the cost estimate of \$78,032 and 965 hours submitted by The Cadmus Group on November 13, 2013 for the extension.</p> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.  *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	4,268+965=5,233		
DURATION OF WORK	3 months		
COMPLETION DATE	12/31/13		
REQUESTORS SIGNATURE Katrin Kral	ORG CODE 6609J	TELEPHONE 202-343-9454	DATE 12/03/13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Bill Long Center Director	Bill Long		12/3/13
Dave Rowson Division Director	Dave Rowson		12/3/13
Annette Johnson Project Officer	Annette Johnson		12/3/13
Wanda Carrier Contracting Officer	Wanda Carrier		12/16/13
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-15

☐

Other

☐

Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Bldg Related Technical Guidanc

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this work assignment is to initiate work. The contractor shall submit a new cost estimate and work plan within 20 days fo the initiation of this work assignment.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)☐

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

LOE: 0

This Action:

220

Total:

220

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

Phone Number 202-343-9032

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

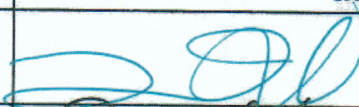
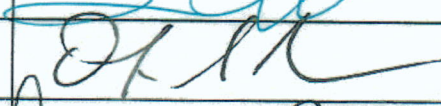
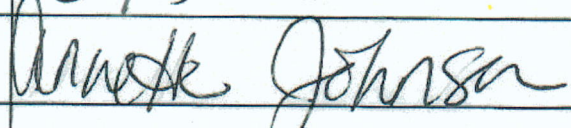
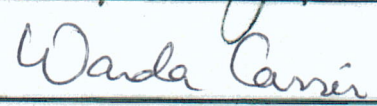
Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096  CONTRACTOR    Cadmus  ASSIGNMENT NO.    V- 15  ASSIGNMENT CHANGE NO	
TITLE - Support for Building Related Technical Guidance		DATE	
<b>DESCRIPTION</b>  This work does not duplicate the efforts of any previous work assignments. A work plan and cost estimate is required for this WA.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK	12 months		
COMPLETION DATE	Sept 30, 2013		
REQUESTORS SIGNATURE Laureen E. Burton	ORG CODE 6609J	TELEPHONE 202-343-9032	DATE 8-16-12
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director			8/24/12
Dave Rowson Division Director			8/23/12
Annette Johnson Project Officer			8/29/12
Wanda Carrier Contracting Officer			9/25/12
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



Date:

## **WORK ASSIGNMENT**

**CONTRACTOR:** The Cadmus Group, Inc.  
**CONTRACT NUMBER:** EP-D-08-096  
**WORK ASSIGNMENT NO:** V-15

**WORK ASSIGNMENT TITLE:** Support for Building Related Technical Guidance

**MANAGER:** Name: Laureen Burton  
Division: OAR/ORIA/IED  
Mail Code: 6609J  
Address: EPA, 1200 Pennsylvania Ave., NW.  
Washington, DC 20460  
Phone: 202 343-9032

**LEVEL OF EFFORT:** Hours

**PERIOD OF PERFORMANCE:** October 1, 2012 through September 30, 2013

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an inherently governmental function.**

### **1. BACKGROUND**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems.

For this work assignment, tasks may involve work on multiple building types including homes, multifamily dwellings, commercial and public buildings, schools, shelters, etc. and requires staff with experience and expertise with indoor air quality (IAQ); building related technical codes and standards; building science including experience related to building design, construction, architecture, engineering, green buildings, energy efficiency, and energy retrofit programs; and, scientific/technical research and writing.

In carrying out support activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public (written and oral) as contractors to EPA who are providing an information distribution service. The contractor and any



subcontractors approved for this work shall identify any areas of potential conflict of interest with any organization or group in which materials are being reviewed or to which the contractor is being task to distribute information. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

**This Work Assignment is a follow on EPA Contract No. EP-D-08-096 Work Assignments III-24 and IV-13.**

## **2. SCOPE OF WORK**

**Task 1: Prepare a cost estimate. Technical approaches shall be developed as requested by the WAM.**

A cost estimate shall be developed and submitted to the Work Assignment Manager within 20 calendar days of the effective date of the work assignment. The cost estimate shall detail the contractor's fiscal approach for accomplishing the work under the Work Assignment on a task-by-task basis including an estimate of labor hours with relevant Other Direct Cost's (ODC). As this work continues work based on planning done under WA IV-13 and due to the dynamic planning nature of the individual project details, no work plan is needed at this time. As needed and requested by the WAM through technical direction, the contractor shall provide technical approach with detailed information on accomplishing each specific project, including schedule of deliverables, staffing plans, with statements of experience, estimated labor hours and costs.

**Task 2: Guidance and Technical Meetings.**

Upon approval of the cost estimate, the contractor shall attend between four to six meetings with EPA WAM and other appropriate persons to receive EPA guidance and discuss technical issues regarding all tasks indicated. Specific time and dates will be determined by the WAM through technical direction in consultation with the contractor. Each meeting shall be approximately one to two hours in duration. These meeting may be in-person or via phone as determined through technical direction by the WAM in consultation with the contractor.



**Deliverables:**

The contractor shall attend between four and six guidance and technical issue meetings with WAM and other identified EPA staff. Upon direction by WAM, the contractor will prepare and deliver reports and/or summaries of meetings no more than two pages in length within five business days of the meeting.

**Task 3:**      **Provide support for IAQ-related evaluation and/or development of building related guidances, specifications, protocols or other technical materials** SOW A2(a), D2(a).

The contractor shall provide support for the evaluation, editing and/or development of IAQ and building related guidances, standards, codes, specifications, protocols or other technical materials through research, review and assessment of relevant building and building science related policy and technical literature. The contractor shall provide technical writing and analysis of existing data on a given topic, if necessary. Any data used in this project whether new or existing should be based on a valid quality assurance project plan (QAPP) and approved by WAM or appropriate EPA staff prior to use.

The nature of this service shall include identifying sources of information, obtaining, compiling and performing quantitative/qualitative analysis of identified information, providing technical support and production of written hard-copy or electronic summary, technical presentations and final reports as directed. This task may also include distribution and response to public comments, and development of final documents.

As directed, the contractor will provide logistical and administrative support for production of consensus-based standards and codes related to these subjects. Support may include organizing meetings with standards or codes committee members, keeping and sharing notes and minutes, compiling comments, providing up to four approximately five page summaries to WAM as directed on status of groups, and organizing and submitting proposals on code changes to international residential code and/or international building code. Technical writing support will be documented by providing at least two summaries of contributions to WAM as directed. Up to five reports of approximately ten pages or less may be required. The specific format and content of each report shall be determined in consultation with the WAM.

**Deliverables:**

For the purposes of the cost estimate, assume that this includes the standards and codes work discussed and planned as part of WA IV-13 as well as additional research and analysis related to building construction, architecture, engineering, green buildings, energy efficiency, energy retrofit programs, and policy on a wide range of indoor air



quality issues, and up to five 10 page related technical deliverables written in style appropriate for the intended audience as directed by the WAM.

**Task 4:**      **Program Meetings/Conferences**    Applicable SOW Sections: D2(c,l) & E2

The contractor shall provide logistical support as directed by the WAM through technical direction in planning and implementing up to 10 meetings, workgroups, conference calls, webinars, etc., where project-specific events, updates, and other information that would be useful are the topic(s) of discussion or presentation. These meetings may include standards and codes committee working conferences as well as necessary stakeholder consensus exercises to ensure all parties understand outcomes and roles. The contractor shall provide travel and lodging support as directed by the WAM through technical direction for one staff member for presentation and participation in codes development hearings, if necessary. No remuneration or honorarium, or payment for services will be included.

**Deliverables:**

For purposes of the cost estimate, the contractor shall assume support (e.g., agenda development, prospective participant identification and invitation, meeting minutes, and other similar activities) for up to 10 meetings or conference calls upon notification from the WAM. Events will typically last from one to three hours. The contractor shall attend meetings as directed within the Metro Washington DC.

The Contractor shall also schedule as directed by WAM and arrange for travel and lodging for one staff member to participate in codes development hearings, if necessary. No remuneration or honorarium will be included.

**3. TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Unless otherwise mutually arranged, written documents must be submitted in Word, camera ready publications/documents in Adobe InDesign, web publications in HTML. All original materials retrieved (articles, books, reports, etc) and all originals will be submitted to WAM prior to the end of the contract.

<b><u>TASK NO:</u></b>	<b><u>DELIVERABLE</u></b>	<b><u>DUE DATE</u></b>
1	Cost estimate	20 calendar days after WA effective date
2	Guidance and Technical Meetings	Ongoing, based on technical direction, but no later than 9/30/2013



3

Evaluation and/or development of building related guidances, specifications, protocols or other technical materials

Ongoing, based on technical direction, but no later than 9/30/2013

4

Program meetings/conferences

Ongoing, based on technical direction, but no later than 9/30/2013

#### **GENERAL**

- Unless otherwise specified in the Work Assignment, the WAM will review deliverables and provide comments within 20 calendar days after receipt of deliverable. In the event that the WAM's review schedule cannot be met, the WAM will notify the contractor and provide a revised estimate of the completion date for review and comments.
- The WAM is authorized to issue technical direction in accordance with the contract clauses.
- As necessary, the Contractor shall communicate with the WAM to discuss progress made, any problems or obstacles encountered, and the complete status of all ongoing tasks.
- The Contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WAM.
- The Contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used.



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-15

☐ Other☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Building Technical Guidance

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to approve the work plan and cost estimate dated October 19, 2012 for \$39,772.00 and 476 LOE. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee: \$0.00

LOE:

220

This Action:

\$39,772.00

256

Total:

\$39,772.00

476

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

10/19/2012

Cost/Fee: \$39,772.00

LOE: 476

Cumulative Approved:

Cost/Fee: \$39,772.00

LOE: 476

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

(Signature)

(Date)

Phone Number 202-343-9032

FAX Number:

Project Officer Name Annette Johnson

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-343-9489

FAX Number:

Other Agency Official Name

Branch/Mail Code:

(Signature)

(Date)

Phone Number:

FAX Number:

Contracting Official Name Wanda Carrier

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-564-0777

FAX Number:



Work Assignment		EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency		CONTRACTOR Cadmus	
Research Triangle Park, NC 27711		ASSIGNMENT NO. V-15	
		ASSIGNMENT CHANGE NO 1	
TITLE - Support for Building Related Technical Guidance		DATE	
<b>DESCRIPTION</b>  This work assignment amendment is to approve the workplan dated October 19, 2012 and the budget at \$ 39,772.00 for 476 hours.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
<b>NOTICE TO CONTRACTOR</b>			
PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	220 + 256 = 476		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE	ORG CODE	TELEPHONE	DATE
Annette Johnson	6609J	343-9032	11/30/12
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director, CSA			11/30/12
David Rowson Division Director, IED			11/30/12
Annette Johnson Project Officer			11/30/12
Wanda Carrier Contracting Officer			12/13/12
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-15

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base Option Period Number 4

Title of Work Assignment/SF Site Name

Bldg Related Technical Guidanc

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to stop work for work assignment 15. The contractor must not incur any additional cost. The contractor will submit all costs for this work assignment from 6/13/2013 and earlier.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

LOE: 476

This Action:

0

Total:

476

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

Phone Number 202-343-9032

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Keith Stewart

Branch/Mail Code:

Phone Number: 202-564-1286

FAX Number:

(Signature)

(Date)



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-16

☐ Other ☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Multifamily Housing

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this work assignment is to initiate work. The contractor shall submit a new cost estimate and work plan within 20 days of the initiation of this work assignment.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

LOE: 0

This Action:

154

Total:

154

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Sheila Brown

Branch/Mail Code:

Phone Number 202-343-9439

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name Dionne Wright

Branch/Mail Code:

Phone Number: 202-564-2982

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:


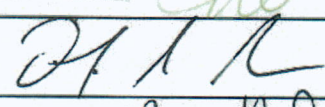
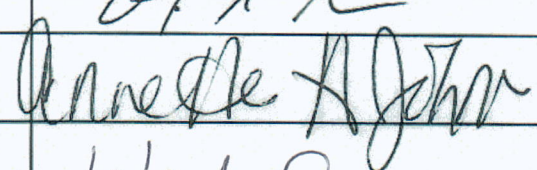
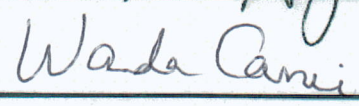
Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V-16	
		ASSIGNMENT CHANGE NO	
TITLE - Multifamily Housing Weatherization / Workforce Retrofit Protocol Development		DATE	
DESCRIPTION  Support for development of Multifamily Housing Weatherization / Workforce Retrofit Protocols.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK	12 months		
COMPLETION DATE	September 30, 2013		
REQUESTORS SIGNATURE Sheila Brown	ORG CODE 6609J	TELEPHONE (202) 343-9439	DATE 8/23/2012
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director			8/27/12
Dave Rowson Division Director			8/24/12
Annette Johnson Project Officer			8/29/12
Wanda Carrier Contracting Officer			9/26/12
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



WORK ASSIGNMENT	
-----------------	--

**CONTRACTOR:** The Cadmus Group, Inc.  
**CONTRACT NUMBER:** EP-D-08-096

**WORK ASSIGNMENT NO:** V-16  
**TITLE:** Multifamily Housing Weatherization and Workforce Retrofit Protocols Development

**WORK ASSIGNMENT MANAGER:** Sheila Brown  
Indoor Environments Division  
U.S. EPA, 6609J  
Washington D.C. 20460  
202-343-9439

**ALTERNATE WORK ASSIGNMENT MANAGER:** Chris Patkowski  
Indoor Environments Division  
U.S. EPA, 6609J  
Washington D.C. 20460  
202-343-9016

**LEVEL OF EFFORT:** hours

**PERIOD OF PERFORMANCE:** October 1, 2012 through September 30, 2013

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an Inherently Governmental function.**

## **I. BACKGROUND**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authorization to coordinate research in indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The main objectives of the Indoor Environments program include the protection of public health by promoting healthy environments; development and implementation of control strategies which would prevent, diagnose, abate, and mitigate indoor pollution, including the development and dissemination of guidance on those aspects of building design and construction, operation and maintenance that affect the indoor environment; and the development and dissemination of information to educate key audiences about indoor air pollution and its associated health risks, mitigation, and control strategies. Using the best science available, the Division develops and disseminates information, guidance and solution-oriented technologies and serves as a catalyst for action by guiding research, using innovative and creative risk communication tools and by building public-private partnerships.



This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

## II. PURPOSE

EPA is in the process of determining how best to coordinate and use its influence and expertise to help guide the green building movement toward improved environmental outcomes consistent with EPA's goals. Key EPA activities include:

- Develop targeted EPA guidance & specification documents and programs for high priority building sectors (e.g., homes, schools, multifamily buildings, offices)
- Communicate publicly about EPA's recommended practices and promote programs that help the public to adopt best practices
- Develop EPA-wide recommendations for green building minimum criteria and best practices

All of these activities require EPA to sort out the difficult questions surrounding the definition of green buildings and how indoor air quality relates. Today, the definition used by the green building movement (and EPA) is complicated by a variety of standards, with some conflicts and ambiguities in key areas. In particular, most green building standards and programs lack minimum requirements for indoor air quality, usually in favor of flexible credits for other environmental or energy considerations. While this flexibility allows for easy adoption by industry, the outcomes are uncertain. EPA remains concerned that buildings touted as green and healthy may not be healthy at all. There is considerable evidence that indoor air quality can be significantly compromised if best practices are ignored or improperly implemented. An EPA green building task group is working towards development of detailed green building recommendations for EPA to use to influence the standards used by the green building movement.

The purpose of this Work Assignment (WA) is to assist EPA in developing guidance, specifications, and protocols for multifamily dwellings or housing related to indoor air quality, for use in green building and/or energy efficiency standards development and related activities. Since existing EPA guidance for single family homes cannot be used for multifamily housing, in part, because there are differences in the building structures, operations and maintenance, there will also be some differences between single family and multifamily guidance. The primary purpose of all these activities is to help building professionals incorporate indoor air quality features and protections into their construction, renovation, and retrofit projects. Therefore, standard specifications and related protocols must be clear, feasible, and verifiable. This effort may also include assistance in preparing materials for briefings and presentations, preparing materials for public review/comment and follow-up activities, developing implementation tools to support the protocols (e.g., forms, checklists and worksheets), limited market research related to feasibility and potential refinements to the protocols, and the potential for limited field work to



support these activities. Work conducted under this work assignment shall not be duplicative of any work done under previous work assignments.

### **III. SCOPE OF WORK**

**Task 1:** Prepare work plan and cost proposal showing how the contractor will accomplish the work.

**This work assignment is a follow-on to work assignment IV-20.**

The work plan/cost estimate shall be submitted to the Work Assignment Manager (WAM) within 20 calendar days of the effective date of the work assignment. The work plan/cost estimate shall detail the contractor's approach for accomplishing the Work Assignment, including a schedule of deliverables, staffing plan, with statements of experience, estimated labor hours and a detailed cost proposal, with relevant ODC's, on a task by task basis.

**Task 2:** Meetings and Technical Communications with WAM

The Contractor shall meet with the EPA WAM to discuss particulars concerning the work assignment within 10 calendar days of approval of this work assignment. Subsequently, the Contractor shall meet in person or through conference calls with the EPA WAM on a monthly basis to receive EPA guidance and discuss issues regarding all tasks indicated. The times and dates for the monthly meetings or conference calls shall be determined by the EPA WAM in coordination with the contractor. The contractor shall communicate informally via phone or e-mail with the WAM on an as-needed basis.

Contractor shall also plan for up to three 1-2 day working meetings, involving appropriate subcontractors and indoor air quality experts, and other federal agencies as needed to facilitate rapid progress on activities assigned under Tasks 3, 4 and 5. These meetings shall be facilitated as appropriate.

**Task 3:** Guidance and Specification Development Support

Applicable sections: B2(a, e), D2(a, c)

The contractor shall provide assistance in developing guidance, specifications, and protocols for multifamily dwellings or housing related to indoor air quality, for EPA to use in green building standards development and related activities. This work requires significant involvement by indoor air quality experts and experienced technical editors (more than 10 years experience). This work shall not duplicate any work done under other work assignments, but it may involve revisions to materials developed by EPA, Cadmus (under other work assignments), or other organizations (with appropriate permissions).

Upon receipt of technical direction from the WAM, the contractor shall provide project plans and time lines for each deliverable as needed and specified by the WAM. Unless otherwise specified or pre-approved by the WAM, two hard copies and one electronic copy of each deliverable must



be provided. The contractor shall recommend document format and layout to maximize accessibility and facilitate review of the draft materials. The format of EPA website content developed under this task shall be compatible with all EPA website requirements. If additional pertinent skills or products are found to be necessary; the contractor shall inform the WAM of their intent to include the additional skills or products in the evaluation and will obtain approval for such inclusion.

Documents anticipated to be developed under this WA include, but are not limited to, the following:

- Evaluation of existing industry standards and guidelines that are related to and may be referenced by the documents developed under this WA (e.g., DOE weatherization guidelines, ANSI and ASTM standards, Building Performance Institute Standards).
- "Healthy Indoor Environment Protocols for Multifamily Housing Energy Upgrades". Protocols for renovations of existing multifamily housing units, additional protocols for operations/maintenance in existing multifamily housing units and protocols for construction of new multifamily housing units.
- Implementation tools (such as assessment forms, checklists, worksheets, etc.) to support the guidance and specifications developed under the WA. These tools are to address issues such as moisture control, ventilation, and other health related topics identified during the performance of the WA.

*Note: This work should include documentation addressing the quality and relevance of the scientific and technical information as outlined on page 4 in the Science Policy Council "Assessment Factors" <http://www.epa.gov/spc/pdfs/assess2.pdf>. The documentation should also document how the assessment was performed.*

#### **Task 4: Marketing and Outreach**

Applicable sections: C2(a, e), D2(a, d, e)

The contractor shall assist with special projects that support the WA objectives. This may include, but is not limited to assistance in preparing draft materials for briefings and presentations, preparing materials for public review and comment, market research related to feasibility and availability of existing protocols, and field work to support these activities. In some cases, this work will require significant involvement by indoor air quality experts. This Task is intended to supplement other related guidance development and program support activities. Activities must be coordinated to prevent unnecessary duplication of effort.

Upon receipt of technical direction from the WAM, the contractor shall provide project plans and time lines for each deliverable as needed and specified by the WAM. Unless otherwise specified or pre-approved by the WAM, two hard copies and one electronic copy of each deliverable must be provided. The contractor shall recommend document format and layout to maximize accessibility and facilitate review of the draft materials. The format of EPA website content developed under this task shall be compatible with all EPA website requirements. If additional pertinent skills or products are found to be necessary, the contractor shall inform the WAM of



their intent to include the additional skills or products in the evaluation and will obtain approval for such inclusion.

Examples of work that may be undertaken during this task include, but are not limited to, the following:

- Development of a strategic plan for communications, marketing, outreach and stakeholder engagements for documents developed in Task 3.
- Develop communications strategic plan for establishing and managing the public review and comment process for documents developed in Task 3.
- Development of implementation tools and resources for documents developed in Task 3.
- Conduct market research related to feasibility and ability to implement existing protocols in support of Task 3 activities.
- Develop draft training materials to support and encourage the use of guidance and specifications developed under this WA.
- Provide expertise and technical support for organizations or programs that agree to pilot test EPA guidance related to this WA.
- Propose, and evaluate the merits of, potential future revisions to the guidance, specifications, and protocols developed under this WA.
- Develop draft briefings and presentations related to this work assignment.
- Test new guidance, specifications, and protocols in the field, as appropriate, to assess feasibility of implementation and effectiveness of recommended actions in support of Task 3 activities.

*Note: Prior to any effort involving analysis of existing or secondary data, or direct measurements and analysis of environmental data, the contractor shall submit a Quality Assurance Project Plan (QAPP) to the WAM for review. The contractor shall address the WAM's comments and submit a final QAPP for approval by the WAM.*

**Task 5: Support Public Review and Comment Periods of Multifamily Housing Weatherization and Workforce Retrofit Protocols**

Applicable sections: C2(a, e), D2(a, d, e)

Upon the receipt of input on the Multifamily Housing Weatherization and Workforce Retrofit Protocols from EPA, the contractor shall support the public review and comment periods of the Multifamily Housing Weatherization and Workforce Retrofit Protocols. The contractor shall develop a process/strategy to engage stakeholders on the guidance specifications. The process/strategy may include, but is not limited to providing stakeholders an opportunity to comment, compiling comments and making refinements based on comments. The contractor shall then analyze and evaluate comments made by the stakeholders on the Multifamily Housing Weatherization and Workforce Retrofit Protocols. The comments obtained through public review and comment will then be submitted to EPA, and following instruction from the EPA WAM, the contractor shall support the development of final Multifamily Housing Weatherization and Workforce Retrofit Protocols.

Upon receipt of technical direction from the WAM, the contractor shall provide project plans and time



lines for each deliverable as needed and specified by the WAM. Unless otherwise specified or pre-approved by the WAM, two hard copies and one electronic copy of each deliverable must be provided. The contractor shall recommend document format and layout to maximize accessibility and facilitate review of the draft materials. The format of EPA website content developed under this task shall be compatible with all EPA website requirements. If additional pertinent skills or products are found to be necessary, the contractor shall inform the WAM of their intent to include the additional skills or products in the evaluation and will obtain approval for such inclusion.

Examples of work that may be undertaken during this task include, but are not limited to, the following:

- Prepare materials for public review and comment periods and assist EPA in managing the public review and comment process for documents developed in Task 3, and perform follow-up activities as needed to clarify and address comments provided by reviewers. Maintain documentation of public review comments.
- Provide an outline and summary of the feedback obtained from the stakeholders during the public review and comment periods.
- Provide technical support for the development of final Multifamily Housing Weatherization and Workforce Retrofit Protocols based on public review and comments.

#### IV. DELIVERABLE INFORMATION

The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated electronic files compatible with ORIA equipment (Microsoft Word for basic reports and documents, PageMaker / Adobe in Design/ Adobe Illustrator for those items which will be published, and HTML format for those items which will be inserted in EPA's website) must also be provided upon completion of the work assignment.

TASK	DELIVERABLE	DUE DATE
1	Work Plan and Cost Proposal (all Tasks)	Within 20 calendar days of the effective date of the WA
2	Meeting Summaries including attendance and action plans	As needed, but before Sept. 30, 2013
3-5	Time lines to be determined	The time line of these tasks will be determined through discussion between the contractor and the WAM, taking into consideration the progress of the other tasks, and defined through technical direction from the WAM.
3-5	Draft documents or materials to be determined	Per WAM technical direction
5	Collect responses from stakeholders during the public review and comment periods and provide summary of responses to EPA	Per WAM technical direction
5	Support EPA in development of final Multifamily Housing Weatherization and Workforce Retrofit Protocols	Per WAM technical direction



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-16

☐ Other☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Multifamily Housing Weatheriza

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to approve the work plan and cost estimate dated October 19, 2012. The work assignment is capped at \$50,000.00 and 599 LOE. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee: \$0.00

LOE:

154

This Action:

\$50,000.00

445

Total:

\$50,000.00

599

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 10/19/2012

Cost/Fee: \$302,029.00

LOE: 3,125

Cumulative Approved:

Cost/Fee: \$50,000.00

LOE: 599

Work Assignment Manager Name Sheila Brown

Branch/Mail Code:

(Signature)

(Date)

Phone Number 202-343-9439

FAX Number:

Project Officer Name Annette Johnson

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-343-9489

FAX Number:

Other Agency Official Name

Branch/Mail Code:

(Signature)

(Date)

Phone Number:

FAX Number:

Contracting Official Name Wanda Carrier

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-564-0777

FAX Number:



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096 CONTRACTOR Cadmus ASSIGNMENT NO. V-16 ASSIGNMENT CHANGE NO 1	
TITLE - Multifamily Housing Weatherization / Workforce Retrofit Protocol Development		DATE	
DESCRIPTION  This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$50,000 for 599 hours.			
<p style="text-align: right;">V30 11/30/12</p> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	154 + 445 = 599		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE	ORG CODE	TELEPHONE	DATE
<i>Sheila Brown</i>	6609J	343-9439	11/30/2012
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director, CSA	<i>[Signature]</i>		11/30/12
David Rowson Division Director, IED	<i>[Signature]</i>		11/30/12
Annette Johnson Project Officer	<i>Annette A John</i>		11/30/12
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		12/13/12
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number V-16			
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002			
Contract Number EP-D-08-096		Contract Period 10/01/2008 To 09/30/2013			Title of Work Assignment/SF Site Name Multifamily Housing				
Contractor CADMUS GROUP, INC., THE		Specify Section and paragraph of Contract SOW							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 10/01/2012 To 09/30/2013			
Comments: The purpose of this amendment is to increase the level of effort from 599 hours to 982 and \$50,000 to \$73,000. All other terms and conditions remain in full force and effect.									
<input type="checkbox"/> Superfund		Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund			
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$ 50,000.00		LOE: 599					
This Action:		\$ 23,000.00		383					
Total:		\$ 73,000.00		982					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee: 73,000.00		LOE: 982			
Work Assignment Manager Name Sheila Brown						Branch/Mail Code:			
_____ (Signature)						_____ (Date)			
Project Officer Name Annette Johnson						Phone Number 202-343-9439			
_____ (Signature)						_____ (Date)			
Other Agency Official Name Dionne Wright						FAX Number:			
_____ (Signature)						_____ (Date)			
Contracting Official Name Wanda Carrier						Branch/Mail Code:			
_____ (Signature)						_____ (Date)			
						Phone Number 202-564-2982			
						FAX Number:			
						Branch/Mail Code:			
						Phone Number 202-564-0777			
						FAX Number:			



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-16	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003	
Contract Number EP-D-08-096	Contract Period   10/01/2008   To   09/30/2013	Title of Work Assignment/SF Site Name Multifamily Housing	
Contractor CADMUS GROUP, INC., THE		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   10/01/2012   To   09/30/2013	
Comments: The purpose of this amendment is to release the budget cap. The amount has increased from 982 hours to 1,820 hours and \$73,000 to \$123,000. SRO approval is attached. All other terms and conditions remain unchanged.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 10/01/2008   To   09/30/2013		Cost/Fee:    \$73,000.00                      LOE:   982	
This Action:		\$ 50,000.00                      838	
Total:		\$ 123,000.00                      1,820	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee:                      LOE:	
Cumulative Approved:		Cost/Fee:                      LOE:	
Work Assignment Manager Name   Sheila Brown		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number   202-343-9439	
		FAX Number:	
Project Officer Name   Annette Johnson		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number: 202-343-9489	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number:	
		FAX Number:	
Contracting Official Name   Wanda Carrier		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
		Phone Number: 202-564-0777	
		FAX Number:	



Work Assignment		EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency		CONTRACTOR Cadmus	
Research Triangle Park, NC 27711		ASSIGNMENT NO. V-16	
		ASSIGNMENT CHANGE NO 3	
TITLE - Multifamily Housing Weatherization/Workforce Retrofit Protocol Development		DATE	
<b>DESCRIPTION</b>  This work assignment amendment is to increase the budget cap and increase the amount to \$123,000 (\$50,000 + \$73,000) and the hours to 1,820 (982 + 838). <i>SRO Approval is attached.</i> Received notice that 77% of the total hours and 76% of budget expended on March 21, 2013. <span style="float: right;"><i>VSD 4/23/13</i></span>  *The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
<b>NOTICE TO CONTRACTOR</b>			
PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	982 + 838 = 1,820		
DURATION OF WORK			
COMPLETION DATE	<i>4-30-13</i>		
REQUESTORS SIGNATURE		ORG CODE	TELEPHONE
Sheila Brown <i>Sheila Brown</i>		OAR-ORIA - IED- 6609J	202-343-9439
			DATE <i>4/17/2013</i>
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Phil Jalbert Center Director, CCPO (Actng)	<i>Phil Jalbert</i>		<i>4/18/2013</i>
Dave Rowson Division Director, IED	<i>DR</i>		<i>4/22/13</i>
Annette Johnson Project Officer	<i>Annette Johnson</i>		<i>4/23/13</i>
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		<i>4/24/13</i>
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-16								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004								
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 03/31/2014 Base                      Option Period Number 4	Title of Work Assignment/SF Site Name Multifamily Housing								
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 10/01/2012 To 12/31/2013								
Comments: The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide cost estimate. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 03/31/2014		Cost/Fee: \$123,000.00				LOE: 1.820				
This Action:		0				0				
Total:		\$123,000.00				1.820				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Sheila Brown							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Annette Johnson							Phone Number 202-343-9439			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Wanda Carrier							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
9/27/13							Phone Number: 202-564-0777			
							FAX Number:			



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096	
		CONTRACTOR	Cadmus
		ASSIGNMENT NO.	V-16
		ASSIGNMENT CHANGE NO 4	
TITLE: <b>Multifamily Housing Weatherization and Workforce Retrofit Protocols Development</b>		DATE	
DESCRIPTION  The purpose of this amendment is to modify the period of performance for WA V-16. The period of performance will be extended from 10/1/13 – 12/31/13. All other terms and conditions remain unchanged.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.			
*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK	3 months		
COMPLETION DATE	12/31/13		
REQUESTOR'S SIGNATURE <i>Annette Johnson</i> Sheila Brown	ORG CODE 6609J	TELEPHONE 202-343-9439	DATE <i>9/17/13</i>
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Peggy Bagnoli, Acting Center Director, CCPO	<i>[Signature]</i>		<i>9.17.2013</i>
Dave Rowson Division Director	<i>[Signature]</i>		<i>9/17/13</i>
Annette Johnson Project Officer	<i>Annette Johnson</i>		<i>9/18/13</i>
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		<i>9/27/13</i>
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	





United States Environmental Protection Agency  
Washington, DC 20460

### Work Assignment

Work Assignment Number

V-17

☐ Other ☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base Option Period Number 4

Title of Work Assignment/SF Site Name

EJ & Tribal Communities Sup

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this work assignment is to initiate work. The contractor shall submit a cost estimate and work plan within 20 days of the initiation of this work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)



Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

#### Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

LOE: 0

This Action:

120

Total:

120

#### Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

Phone Number 202-343-9032

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name Dionne Wright

Branch/Mail Code:

Phone Number: 202-564-2982

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)



<b>Work Assignment</b> <b>Environmental Protection Agency</b> <b>Research Triangle Park, NC 27711</b>		<b>EPA CONTRACT NO. EP-D-08-096</b>	
		<b>CONTRACTOR</b> Cadmus	
		<b>ASSIGNMENT NO.</b> V-17	
		<b>ASSIGNMENT CHANGE NO.</b>	
<b>TITLE - EJ and Tribal Communities Outreach</b>		<b>DATE</b>	
<b>DESCRIPTION</b> This work does not duplicate the efforts of any previous work assignments. This work assignment follows on from WA III-23 and IV-17. A cost estimate and work plan are required for this WA.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.			
*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
<b>NOTICE TO CONTRACTOR</b> <b>PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER</b>			
<b>ESTIMATE OF</b>		<b>GOVERNMENT ESTIMATE</b>	
<b>LABOR HOURS</b>		<b>CONTRACTOR ESTIMATE</b>	
<b>DURATION OF WORK</b>		12 months	
<b>COMPLETION DATE</b>		Sept 30, 2013	
<b>REQUESTORS SIGNATURE</b> Laureen Burton		<b>ORG CODE</b> 6609J	<b>TELEPHONE</b> 202-343-9032
[Signature: Laureen E. Burton]		<b>DATE</b> 9/18/12	
<b>APPROVALS AS APPLICABLE</b>		<b>SIGNATURE</b>	
<b>Rick White</b> <b>Center Director</b>		[Signature: Rick White]	
<b>Dave Rowson</b> <b>Division Director</b>		[Signature: Dave Rowson]	
<b>Annette Johnson</b> <b>Project Officer</b>		[Signature: Annette Johnson]	
<b>Wanda Carrier</b> <b>Contracting Officer</b>		[Signature: Wanda Carrier]	
		9/19/12 8/21/12 9/24/12 9/27/12	
<b>CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT</b>			
<b>SIGNATURE</b>		<b>DATE</b>	
<b>TITLE</b>		<b>DATE</b>	



**DATE:**

**WORK ASSIGNMENT**

**CONTRACTOR:** Cadmus  
**CONTRACT NUMBER:** EP-D-08-096  
**WORK ASSIGNMENT NO:** V-17  
**WORK ASSIGNMENT TITLE:** EJ and Tribal Communities Support

**WORK ASSIGNMENT MANAGER/EJ TECHNICAL LEAD:**

**Name:** Laureen Burton  
**Division:** Indoor Environments Division, IED  
**Mail Code:** 6609J  
**Address:** 1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
**Phone:** (202) 343-9032

**ALTERNATE WORK ASSIGNMENT MANAGER / TRIBAL TECHNICAL LEAD:**

**Name:** Gina Bowler  
**Division:** Indoor Environments Division, IED  
**Mail Code:** 6609J  
**Address:** 1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
**Phone:** (202) 343-9206

**LEVEL OF EFFORT:** Hours

**PERIOD OF PERFORMANCE:** October 1, 2012 through September 30, 2013

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, not in any other activity that is an Inherently Governmental Function.**

**I. BACKGROUND**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authorization to coordinate research in indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, tribal and local levels.

This work assignment was created due to public demand for knowledge about indoor air environmental pollutants, such as environmental tobacco smoke, radon, etc. This demand included information on health risks and the means by which adult and children exposure can be reduced. This demand coupled with a growing body of scientific information confirming adverse health impacts made this work assignment even more important to continue.



Therefore, the Indoor Environments Division, IED, of the Office of Radiation and Indoor Air, ORIA, of Environmental Protection Agency, EPA, recognize and support the need for a variety of audiences to understand these risks and to be informed about available methods of **indoor environmental risk reduction**. As a voluntary program, one of the main objectives of IED's program is to disseminate information and conduct education and outreach activities that will inform a broad range of constituents, as well as the general public.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

## 2. **PURPOSE**

IED's overall goal of this contract is to develop outreach programs, projects and initiatives to encourage EJ and Native American/Tribal organizations, parents and caregivers to create and sustain healthy indoor air quality living environments. These efforts in conjunction with other OAR, ORIA and IED programs reduce the number of adults and children in EJ and tribal communities exposed inside buildings to potentially harmful levels of indoor environmental pollutants like environmental tobacco smoke, radon, indoor wood smoke, etc. that may cause or exacerbate indoor air related health and wellness problems in these communities.

To reach this goal, IED seeks contractor support on five complementary objectives:

- Creation and dissemination of culturally sensitive indoor environmental quality, IEQ, related health messages through traditional and social media outlets that are commonly used by the specific communities of interest.
- Development and/or refinement of EJ and/or tribal program, project, communication and/or marketing strategies and outreach products such as those to be featured and distributed through the IED's main website, Spanish website and tribal website;
- Identification and/or enhancement of EJ and tribal stakeholders (internal and external) participation opportunities to work with IED to enhance understanding and mitigation of IEQ concerns within specified communities.
- Development and implementation of pilot programs and/or projects, including establishing feedback and results tracking mechanisms, that support increased awareness of and mitigation efforts for IEQ concerns within specifically identified EJ and tribal communities.
- Support collaborative efforts with ORIA and other EPA offices' tribal related work on the four objectives listed above



In carrying out support/assistance activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public - written and oral - as contractors to EPA who are providing an information distribution service. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

### **3. SCOPE OF WORK**

#### **Task 1: Prepare Cost Proposal/Budget. Technical approaches shall be developed as requested by the WAM**

A cost estimate shall be developed and submitted to the Work Assignment Manager within 20 calendar days of the effective date of the work assignment. The cost estimate shall detail the contractor's fiscal approach for accomplishing the work under the Work Assignment on a task-by-task basis including an estimate of labor hours with relevant ODC's. As this work continues work based on planning done under WA IV-17 and due to the dynamic planning nature of the individual project details. As needed and requested by the WAM through technical direction, the contractor shall provide technical approach with detailed information on accomplishing specific projects, including timelines/schedule of deliverables, staffing plans, with statements of experience for any new staff, estimated labor hours and costs.

#### **Task 2: Meetings and Conferences**

**Applicable SOW sections: (C) (2) (a); (F) (2) (a)**

##### **2a) IED Planning and Status Meetings**

Upon approval of the cost estimate, the contractor shall attend meetings – as directed by the WAM – by phone or in person at either EPA's IED location in Washington D.C. or at the contractor's Arlington, Virginia office. The contractor shall meet on an as-needed basis – per the technical directive of the WAM - to receive EPA guidance and discuss issues regarding individual tasks. For budget purposes, the contractor shall plan on at least one – one hour meeting a month for the duration of the work assignment and at least six additional meetings for up to two hours each to coordinate efforts on specific tasks as identified by the WAM through technical direction.

##### **2b) EJ and Tribal Stakeholder Events: Meetings (in-person and distance technology based), Workshops, Trainings and/or Webinars**

To promote IED's EJ and tribal initiatives within EJ and tribal communities across the country; to identify potential areas of collaborations; and, to obtain feedback on IEQ-related needs, priorities and interest within these communities the contractor shall identify lists of local, regional and national EJ and Tribal environmental/health experts that meet specified requirements as identified by the WAM through technical direction. Upon WAM approval of the participants list and through technical direction, the contractor shall recruit and assemble these experts to participate in IED or other WAM identified organization's sponsored meetings,



webinars and/or workshops. Experts may include but are not limited to people with experience in the specified communities on healthy homes, schools and other buildings, as well as environmental asthma management, environmental tobacco smoke, radon and community-based outreach and/or voluntary programs. Specific places, times and dates and type of expert or practitioner to be assembled will be determined through technical direction from EPA WAM. The specific format and agendas for each of these events shall be developed in consultation between the contractor, the WAM and other appropriate EPA staff as identified by the WAM.

Upon technical direction from the WAM, the Contractor shall support preparation and implementation of each identified event as needed which may include organizing meeting logistics, preparing background materials on attendees, preparing slide presentations or organizing meeting logistics, facilitation and meeting follow-up. Follow-up needs shall be determined based on outcomes of the specific event and in consultation between the contractor, the WAM and appropriate EPA staff will be identified through technical direction by the WAM and may involve establishing contact with attendees (e.g. writing follow-up letters), requesting information from attendees, or generating and compiling materials in response to information request by conference attendee(s). As specified under a technical direction, the Contractor if requested shall prepare an event report within ten days following an event. The specific format and content of these reports will be determined by the WAM in consultation with the contractor. For cost purposes only the contractor shall assume a minimum of four events with two requiring one to two staff to travel.

**Task 3: Develop/Refine EJ and Tribal Program, Project, or Outreach Strategies:**

**Applicable SOW sections: (C) (2) (a); (F) (2) (a)**

The Contractor shall support the development, refinement and/or implementation of IED's tribal and/or EJ project, program or outreach strategies. This support may include efforts to identify and/or help with collaboration efforts or relationship building opportunities with EJ and Tribal stakeholders internal and external to EPA who are interested in IEQ and related health impacts.

The specific need and audiences to be addressed by each strategy will be provided to the contractor through technical direction of the WAM. The format and elements of each strategy or implementation plan will be determined in consultation between the contractor, the WAM, and appropriate EPA staff as identified by the WAM. At a minimum, written strategies will be in outline form and include information on collaboration efforts of organizations involved in developing the strategy, audiences being addressed, specific organizations or groups that might be beneficial in helping address the mission of the strategy, methods and platforms that might be used to reach out to these identified stakeholders; how to track efforts and results; and a timeline.

**Task 4: EJ and Tribal Communications and Marketing Support**

**Applicable SOW sections: (C) (2) (a); (F) (2) (a)**

The contractor shall support this work assignment by providing marketing guidance and content creation for IED's EJ and tribal web presence as requested through technical direction by the WAM. Content creation may include webinars, spotlights, website content, blogs, tweets,



podcasts, videos, audio slide shows, Facebook posts and RSS feeds. Social media efforts will be posted in accordance with established EPA social media requirements.

The contractor shall develop in consultation with the WAM and other appropriate EPA staff tribal and/or EJ communication plans for approval by the WAM. These communication plans shall be developed to outline the specific tasks and projects needed to spread IED's EJ and tribal messaging and the increase of involvement and participation from the tribal community. The communication plans shall rely heavily on IED's website, established EPA social media channels and traditional publication message dissemination and be created with the goal of promoting the enhanced use of the IED website.

The contractor shall assist the WAM in the implementation, as determined through technical direction, of the above approved communication plans. Assistance to the WAM may include the development of materials to support activities – including workshops, meetings, webinars, audio slide shows, videos, podcasts, etc – and presentation materials created for internal and external audiences. The contractor may be requested by technical directive to create communications plans for various outreach efforts and to provide tracking reports that allow IED to determine reach.

The contractors shall provide technical assistance that may include, but is not limited to, coordinating and participating in meetings via telephone, sharing information via e-mails, providing materials, background documents, case studies and program guidance on implementing voluntary risk reduction outreach products, as well as linkages to other organizations.

#### **4. TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as stated below or through technical direction as appropriate. The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated disks compatible with ORIA equipment (MS Word for basic reports and drafts; InDesign for those items that will be published; ad HTML format for those items that will be used on EPA or IED's website) also must be provided upon the completion of the work assignment.

Fonts used shall be non-proprietary and provided as part of all final projects. Preparation and finalization of any HTML pages for publication on Agency servers shall comply with established Agency look-and-feel requirements and meet all Web Work Group policy requirements – see [www.epa.gov/epafiles/](http://www.epa.gov/epafiles/).

**The contractor shall adhere to EPA and Associated Press Stylebook standards when writing, developing or copy editing all IED material. Any deviation from EPA/AP standards will result in delays in work.**

#### **Deliverables:**



<b>Task</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>1: Work Plan and Budget</b>	Provision of estimated budget.	Within 20 calendar days of the effective date of the approved work assignment.
<b>2: Meetings</b>	<p>a) ORIA/IED Planning and/or Status Meetings</p> <p>b) EJ and Tribal Stakeholder Events</p>	<p>Initial planning/status meeting within 10 calendar days of the effective date of the approved work assignment than as necessary throughout the contract period.</p> <p>Additional meetings, as needed upon TD from WAM.</p> <p>As identified through TD from the WAM but not before Oct 1, 2012 or after Sept 30, 2013</p>
<b>3. Develop, refine, or implement EJ and Tribal Strategies</b>	Strategy Documents	Within 20 calendar days of the receiving TD from the WAM but not before Oct 1, 2012 or after Sept 30, 2013
<b>4. EJ and Tribal Communications and Marketing Support</b>	Communications Plans	Within 20 calendar days of receiving TD from the WAM but not before Oct 1, 2012 or after Sept 30, 2013



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-17

☐ Other ☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

EJ &amp; Tribal Outreach

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 10/01/2012 To 09/30/2013

Comments:

The purpose of this amendment is to approve the work plan and cost estimate dated October 19, 2012. The work assignment is capped at \$60,000.00 and 775 LOE. All other terms and conditions remain unchanged.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee: \$0.00

LOE:

120

This Action:

\$60,000.00

655

Total:

\$60,000.00

775

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

10/19/2012

Cost/Fee: \$81,893.00

LOE: 885

Cumulative Approved:

Cost/Fee: \$60,000.00

LOE: 775

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

Phone Number 202-343-9032

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)

12/13/12



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096  CONTRACTOR Cadmus  ASSIGNMENT NO. V-17  ASSIGNMENT CHANGE NO 1	
TITLE - EJ and Tribal Communities Outreach		DATE	
DESCRIPTION  This work assignment amendment is to approve the workplan dated October 19, 2012 and to cap the budget ceiling at \$60,000 for 775 hours.			
<p style="text-align: right; margin-right: 100px;">VSD 11/30/12</p> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS	120 + 655 = 775		
DURATION OF WORK			
COMPLETION DATE			
REQUESTORS SIGNATURE <i>Annette Johnson</i>	ORG CODE 6609J	TELEPHONE 343-9032	DATE 4/30/12
APPROVALS AS APPLICABLE	SIGNATURE	DATE	
Rick White Center Director, CCPO	<i>Rick White</i>	11/30/12	
David Rowson Division Director, IED	<i>David Rowson</i>	11/30/12	
Annette Johnson Project Officer	<i>Annette Johnson</i>	11/30/12	
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>	12/13/12	
CONTRACTOR=S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-18

☐ Other ☐ Amendment Number:

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Other Building/Cross Bldg Comm

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

B2 a-f; D2 a-m; D2 c,1: E2 a-e

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 01/29/2013 To 09/30/2013

Comments:

The purpose of this work assignment is to initiate work. The contractor shall submit a new work plan and cost estimate within 20 days of the initiation of this work assignment.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

10/01/2008 To 09/30/2013

This Action:

383

Total:

383

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

Phone Number 202-343-9032

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)



Work Assignment		EPA CONTRACT NO. EP-D-08-096	
Environmental Protection Agency		CONTRACTOR Cadmus	
Research Triangle Park, NC 27711		ASSIGNMENT NO. V- 18	
		ASSIGNMENT CHANGE NO.	
TITLE IED Other Building and Large Building Communication and Marketing Support		DATE:	
DESCRIPTION <i>New WA -</i>			
This work does not duplicate the efforts of any previous work assignments. A work plan and cost estimate is required for this WA.			
<p>* The WAM is authorized to issue technical direction in accordance with the contract clause.</p> <p>* THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b>			
PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK	9 months		
COMPLETION DATE	September 30, 2013		
REQUESTORS SIGNATURE Laureen E. Burton <i>Laureen E. Burton</i>	ORG CODE 6609J	TELEPHONE 202-343--9032	DATE <i>1/8/13</i>
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Center Director	<i>[Signature]</i>		<i>1/17/13</i>
Dave Rowson Division Director	<i>[Signature]</i>		<i>1/23/13</i>
Annette Johnson Project Officer	<i>Annette Johnson</i>		<i>1/25/13</i>
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		<i>1/29/13</i>
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGMENT			
SIGNATURE	TITLE	DATE	



**DATE:**

**WORK ASSIGNMENT**

**CONTRACTOR:** Cadmus  
**CONTRACT NUMBER:** EP-D-08-096

**WORK ASSIGNMENT NO:** V-18

**WORK ASSIGNMENT TITLE:** IED Other Building and Cross-Building Communication and Marketing Support

**WORK ASSIGNMENT  
MANAGER:** Laureen Burton  
Indoor Environments Division  
U.S. EPA  
Washington D.C. 20460  
202-343-9032

**LEVEL OF EFFORT:** hours

**PERIOD OF PERFORMANCE:** Date of Contracting Officer approval through September 30, 2013

**BACKGROUND:**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authorization to coordinate research in indoor air quality, develop and disseminate information of the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, with other Agencies and organizations at the federal level, and with other nations to promote effective approaches to identify and solve indoor air quality problems. The main objectives of the Indoor Environments program include the protection of public health by promoting healthy environments; development and implementation of control strategies which would prevent, diagnose, abate, and mitigate indoor pollution, including the development and dissemination of guidance on those aspects of building design and construction, operation and maintenance that affect the indoor environment; and the development and dissemination of information to educate key audiences about indoor air pollution and its associated health risks, mitigation, and control strategies. Using the best science available, the Division develops and disseminates information, guidance and solution-oriented technologies and serves as a catalyst for action by guiding research, using innovative and creative risk communication tools and by building public-private partnerships.

For this work assignment, the contractor shall support staff efforts to raise public awareness to promote effective action and to equip building engineers and other building professions with comprehensive IAQ policies and practices to improve IEQ in commercial buildings, offices, and other indoor spaces (i.e., nails and hair salons, shelters, ice rinks) or across multiple buildings types (including schools and homes) where the issue can impact all or multiple building types. Tasks in this work assignment involve the communication and/or marketing of technical IEQ



information and partnership coordination. Therefore, this work assignment requires staff with experience and expertise with indoor air quality (IAQ); communication and marketing; scientific/technical research and writing, building science including experience related to building design, construction, architecture, engineering, green buildings, energy efficiency, and energy retrofit programs.

In carrying out support activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public (written and oral) as contractors to EPA who are providing an information distribution service. The contractor and any subcontractors approved for this work shall identify any areas of potential conflict of interest with any organization or group in which materials are being reviewed or to which the contractor is being task to distribute information. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

## **PURPOSE**

As part of its mission and goals, IED is working to have 50 million more Americans living or working in homes, schools, or office buildings with healthier indoor air quality than in 1994, (from a benchmark of 16M in 2005). Of this 50M, it is estimated that approximately 5 million will be impacted by the air quality in buildings other than homes and schools (i.e., commercial buildings, offices, and other spaces) or across all or multiple building types. Continuing with strategies that have proven effective for the Division in the past, this work assignment will support efforts by the Division to develop, update, coordinate, collaborate, communicate and market IED's guidances and best practices specific for these other types of buildings or across varied building types.

## **SCOPE OF WORK:**

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."**

**Task 1: Prepare a cost estimate. Technical approaches shall be developed as requested by the WAM.**

A cost estimate shall be developed and submitted to the Work Assignment Manager within 20 calendar days of the effective date of the work assignment. The work plan and cost estimate should detail the contractor's approach for accomplishing the Work Assignment, including a



schedule of deliverables, staffing plan, with statements of experience, estimated labor hours and a detailed cost proposal, with relevant ODC's, on a task by task basis. Due to the potential dynamic planning nature of some of the individual tasks within this work assignment, the contractor shall, be prepared to provide summarized revisions to the technical approach for specific tasks, as necessary and as requested by the WAM through technical direction.

**Task 2: Planning and Progress Meetings.**

- (A) Prior to development of the work plan and cost estimate required for this work assignment (Task 1), the contractor shall attend a meeting with the EPA WAM and other appropriate persons within 10 calendar days of receipt of the work assignment. This meeting will be used to discuss EPA guidance and specific technical issues regarding all tasks. Specific time and dates will be determined by the WAM through technical direction in consultation with the contractor. For planning purposes the contractor shall plan this meeting to be between one and two hours in duration. This meeting may be in-person at EPA offices or via phone as determined through technical direction by the WAM in consultation with the contractor.
- (B) Throughout the period of performance of the WA, the contractor shall attend two to three progress meetings with EPA WAM and other appropriate persons to provide updates to and/or refinements from the IED project team and discuss technical issues regarding all tasks. Specific time and dates will be determined by the WAM through technical direction in consultation with the contractor. Each meeting shall be approximately one hour in duration. These meeting may be in-person or via phone as determined through technical direction by the WAM in consultation with the contractor.

**Deliverables:**

- (A) The contractor shall attend an initial planning meeting with WAM and other identified EPA staff within 10 calendar days of receipt of this work assignment.
- (B) The contractor shall attend two to three progress meetings with WAM and other identified EPA staff throughout the project performance period. Upon direction by WAM, the contractor will prepare and deliver reports and/or summaries of these progress meetings within five business days of the meeting. The specific format of these reports will be determined in consultation between the contractor and the WAM. For planning purposes these reports will be no more than two pages in length.

**Task 3: Other building and cross building guidance material development/revisions, dissemination (web-based) and website/page update support**

SOW ref: B2 a-f; D2 a-m

- (A) The contractor shall assist in the development of and/or revision of guidance materials (e.g., large building and office building related guidance documents), website content (e.g., IAQ Emergency Preparedness website, large building website/web pages, bioaerosol web pages), and other specified documents (e.g., monthly web-based "IEQ Prospective" write-up) based on materials supplied by EPA WAM through technical



direction. For planning purposes this work may include development or revisions to text, layout, and/or graphics of the specified documents, websites, etc. The specific documents to be revised will be determined through technical direction by the WAM. Upon receipt of technical direction on a specified product, the Contractor shall meet with the WAM and appropriate personnel within 5 working days to discuss the purpose and scope of the product. This meeting shall occur in person or via conference call as determined through technical direction by the WAM. After this discussion, the Contractor shall prepare a brief outline indicating the approach, their understanding of the intended audience, and major revisions to be done on the document. The new or revised document incorporating all comments/materials shall be submitted to the WAM for review and comment in word within 14 calendar days of receiving comments/materials from the WAM.

**Deliverables:**

- (A) Upon receipt of technical direction on a specified product, the Contractor shall meet with the WAM and appropriate personnel within 5 working days to discuss the purpose and scope of the product. This meeting shall occur in person or via conference call as determined through technical direction by the WAM. Within 5 calendar days after this discussion, the Contractor shall prepare a brief summary outlining the meeting and approach discussed for the specified product approach, their understanding of the intended audience, timeline for completing the task, and document or material plan.
- (B) Upon approval of the meeting summary, planned approach and timeline from Task 3A, the contractor shall begin implementation of the specified task and shall submit all new/revised materials to the WAM for review and comment within 14 calendar days of receiving approval of the meeting summary and/or comments/materials from the WAM.
- (C) Within 14 calendar days of receiving final approval and/or comments to material submitted in Task 3B the contractor shall provide a final pdf and/or other electronic files, as appropriate, including all fonts and high resolution graphics on computer disk in a format compatible with EPA software, such as InDesign, jpg, etc. that adhere to EPA and GPO printing standards. A master and back up disk of all files and supporting materials shall be provided.

**Task 4: Other building and cross building communication and collaboration support**  
SOW ref: D2 a-m

- (A) The contractor shall support the development of and implementation of efforts to effectively address inquiries and communicate IED's other building and cross building technical messages to the public or other stakeholders. For cost planning purposes this work may include development and/or revision of topic specific FAQs for the IED website, scripts for common consumer phone inquiries, or determination of other mass media and/or social media communication approaches. The specific topics and materials to be developed and/or revised will be determined through technical direction by the WAM.
- (B) The contractor shall support collaborative efforts to leverage IED's partnership base to better track and communicate effective IAQ/IEQ actions being taken in the commercial, office and other building spaces community.



### **Deliverables**

- (A) Upon receipt of technical direction on a specified product or collaboration effort, the Contractor shall meet with the WAM and appropriate personnel within 5 working days to discuss the purpose and scope of the product. This meeting shall occur in person or via conference call as determined through technical direction by the WAM. Within 5 calendar days after this discussion, the Contractor shall prepare a brief summary outlining the meeting and approach discussed for the specified product approach, their understanding of the intended audience, and plan to be done on the document and a proposed timeline for completion of the task.
- (B) Upon approval of the meeting summary, planned approach and timeline from Task 4A, the contractor shall begin implementation of the specified task.

### **Task 5: Other building and across building related conference or meeting support**

SOW Sections: D2(c,1) & E2 a-e

- (A) The contractor shall provide logistical support as directed by the WAM through technical direction in planning and/or supporting IED participation in to 3 meetings or conferences where project-specific events, updates, and other information that would be useful are the topic(s) of discussion or presentation. For cost planning purposes, the contractor shall assume one to two – 3 day conferences where the contractor shall provide at a minimum travel and lodging support for up to two staff, booth logistic and staffing support and assistance with preparation of presentation materials, if necessary and one webinar or workshop on IAQ policy and best practices in large buildings or other relevant issue where the contractor shall provide at a minimum planning and logistical support and summary reports.

### **Deliverables:**

Conference and/or meeting support as specified through technical direction

### **SCHEDULE AND DELIVERABLES:**

The deliverables shall be due as agreed between WAM and contractor roughly following the schedule below.

*The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated disks compatible with ORIA equipment (Word for basic reports and documents, InDesign for those items which will be published and .HTML format for those items which will be inserted in EPA's website) must also be provided upon completion of the work assignment.*

<b>TASK NO.</b>	<b>DELIVERABLE</b>	<b>DUE DATE</b>
Task 1:	Work Plan and Cost Proposal	Within 20 calendar days of the effective date of the approved WA
Task 2:	A) Initial Planning Meeting	Within 10 calendar days after receipt of the approved WA.



**B) Project Team Progress Meetings** TBD through technical direction, but no later than September 30, 2013.

**Task 3:** Material development/revisions, dissemination (web-based) and website/page update support TBD through technical direction, but no later than September 30, 2013

**Task 4:** Communication and Collaboration Support TBD through technical direction, but no later than September 30, 2013.

**Task 5:** Conference and Meeting Support TBD through technical direction, but no later than September 30, 2013.

#### **GENERAL**

- Unless otherwise specified in the Work Assignment, the WAM will review deliverables and provide comments within 20 calendar days after receipt of deliverable. In the event that the WAM's review schedule cannot be met, the WAM will notify the contractor and provide a revised estimate of the completion date for review and comments.
- The WAM is authorized to issue technical direction in accordance with the contract clauses.
- As necessary, the Contractor shall communicate with the WAM to discuss progress made, any problems or obstacles encountered, and the complete status of all ongoing tasks.
- The Contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WAM.
- The Contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used.



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-18

☐

Other

☒

Amendment Number:

000001

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Other Building /Cross Bldg Com

Contractor

CADMUS GROUP, INC., THE

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 01/29/2013 To 09/30/2013

Comments:

The purpose of this amendment is to approve the workplan dated February 15, 2013 for \$100,629 dollars and 1,275 hours. This work assignment has been capped at \$35,000 dollars and 558 LOE hours. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

0

LOE:

383

This Action:

\$35,000.00

175

Total:

\$35,000.00

558

## Work Plan / Cost Estimate Approvals

Contractor WP Dated: 02/15/2013

Cost/Fee \$35,000.00

LOE: 558

Cumulative Approved:

Cost/Fee \$100,629.00

LOE: 1,275

Work Assignment Manager Name Laureen Burton

Branch/Mail Code:

Phone Number: 202-343-9032

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)

5/20/13

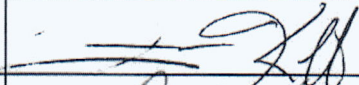
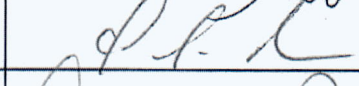




<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-18	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002	
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 09/30/2013		Title of Work Assignment/SF Site Name
	Base	Option Period Number 4	Other Bldg & Large Bldg
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 01/29/2013 To 09/30/2013	
Comments: This purpose of this modification is to release 420 LOE and increase \$30,000.00 to the budget. The increase LOE is 978 and \$65,000.00. The other terms and conditions remain unchanged.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$35,000	LOE: 558
This Action:		\$30,000	420
Total:		\$65,000	978
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee:	LOE:
Cumulative Approved:		Cost/Fee:	LOE:
Work Assignment Manager Name Laureen Burton		Branch/Mail Code:	
(Signature) _____ (Date) _____		Phone Number 202-343-9032	
		FAX Number:	
Project Officer Name Annette Johnson		Branch/Mail Code:	
(Signature) _____ (Date) _____		Phone Number: 202-343-9489	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
(Signature) _____ (Date) _____		Phone Number:	
		FAX Number:	
Contracting Official Name Wanda Carrier		Branch/Mail Code:	
(Signature) <u>Wanda Carrier</u> (Date) <u>8/23/13</u>		Phone Number: 202-564-0777	
		FAX Number:	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-18	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003	
Contract Number EP-D-08-096	Contract Period   10/01/2008   To   03/31/2014	Title of Work Assignment/SF Site Name IED Other Buildings	
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From   01/29/2013   To   12/31/2013	
Comments: The purpose of this amendment is to modify the period of performance to be extended from Oct 1, 2013 to Dec 31, 2013. Please provide cost estimate. All other terms and conditions remain unchanged.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 10/01/2008   To   03/31/2014		Cost/Fee:    \$65,000.00    LOE:    978 0 \$65,000.00    978	
This Action:			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee:	
Cumulative Approved:		Cost/Fee:	
LOE:		LOE:	
Work Assignment Manager Name   Laureen Burton		Branch/Mail Code:	
_____ (Signature)		Phone Number   202-343-9032	
_____ (Date)		FAX Number:	
Project Officer Name   Annette Johnson		Branch/Mail Code:	
_____ (Signature)		Phone Number:   202-343-9489	
_____ (Date)		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature)		Phone Number:	
_____ (Date)		FAX Number:	
Contracting Official Name   Wanda Carrier		Branch/Mail Code:	
_____ (Signature)		Phone Number:   202-564-0777	
_____ (Date)		FAX Number:	



Work Assignment  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V-18	
		ASSIGNMENT CHANGE NO 3	
TITLE: IED Other Building and Large Building Communication and Marketing Support		DATE:	
DESCRIPTION  The purpose of this amendment is to modify the period of performance for WA V-18. The period of performance will be extended from 10/1/13 – 12/31/13. All other terms and conditions remain unchanged.			
*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK	3 months		
COMPLETION DATE	12/31/13		
REQUESTORS SIGNATURE Laureen Burton	ORG CODE 6609J	TELEPHONE 202-343-9032	DATE 9/17/13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Laura Kolb Director CSA			9/17/13
Dave Rowson Division Director			9/17/13
Annette Johnson Project Officer			9/18/13
Wanda Carrier Contracting Officer			9/27/13
CONTRACTOR-S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number V-18				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-D-08-096		Contract Period 10/01/2008 To 03/31/2014			Title of Work Assignment/SF Site Name					
		Base                      Option Period Number    4			IED Other Bldg					
Contractor Cadmus Group, Inc., The				Specify Section and paragraph of Contract SOW						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance  From 01/29/2013 To 12/31/2013						
Comments: This amendment is to approve Cadmus' budget dated November 12, 2013 for 333 hours and \$24,900 for the extension. The total hours are 1311 hours and \$89,900. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund				Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund		
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 03/31/2014		Cost/Fee: \$ 65,000.00		LOE: 978						
This Action:		\$ 24,900.00		333						
		\$ 89,900.00		1311						
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name    Laureen Burton						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number 202-343-9032				
						FAX Number:				
Project Officer Name    Annette Johnson						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-343-9489				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number:				
						FAX Number:				
Contracting Official Name    Wanda Carrier						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-0777				
						FAX Number:				



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-19								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-D-08-096	Contract Period   10/01/2008   To   09/30/2013 Base                      Option Period Number      4	Title of Work Assignment/SF Site Name Technical and Quality Assurance								
Contractor CADMUS GROUP, INC., THE		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance  From   03/22/2013   To   09/30/2013								
Comments: The purpose of this amendment is to approve the contractor's work plan submitted April 11, 2013. All other terms and conditions remain in full force and effect.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 09/30/2013		Cost/Fee: \$0.00		LOE: 100						
This Action:		\$34,952.00		231						
Total:		\$34,952.00		331						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: 04/11/2013		Cost/Fee: \$34,952.00		LOE: 331						
Cumulative Approved:		Cost/Fee: \$34,952.00		LOE: 331						
Work Assignment Manager Name   Alejandro Baer							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name   Annette Johnson							Phone Number   702-784-8281			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Contracting Official Name   Wanda Carrier							Phone Number: 202-343-9489			
_____ (Signature)							_____ (Date)			
							FAX Number:			
							Branch/Mail Code:			
							Phone Number: 202-564-0777			
							FAX Number:			



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096			
		CONTRACTOR Cadmus			
		ASSIGNMENT NO. V-19			
		ASSIGNMENT CHANGE NO.			
TITLE Technical and Quality Assurance Review/Editing NCRFO		DATE			
DESCRIPTION  This work assignment amendment is to approve the work plan and budget from Cadmus dated 4/11/2013 for \$34,952 and 331 hours.  *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 60 HOURS OF TASK 3 IS COMPLETED.					
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER					
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE			
LABOR HOURS					
DURATION OF WORK					
COMPLETION DATE	9/30/13				
REQUESTERS SIGNATURE <i>AB</i>		ORG CODE	TELEPHONE 702 784 8281		
			DATE 4/12/2013		
APPROVALS AS APPLICABLE	SIGNATURE		DATE		
Andrea Stafford NCRFO Deputy Director	<i>[Signature]</i>		4/16/13 4/12/2013		
Ronald Fraass <i>for</i> NCRFO Director	<i>[Signature]</i>		4/12/2013		
Annette Johnson Project Officer	<i>[Signature]</i>		4/17/13		
Wanda Carrier Contracting Officer	<i>[Signature]</i>		4/18/13		
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGEMENT					
SIGNATURE	TITLE	DATE			



<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">EPA</h1> </div> <div style="text-align: center;"> <p>United States Environmental Protection Agency Washington, DC 20460</p> <h2 style="margin: 0;">Work Assignment</h2> </div> </div>		<p>Work Assignment Number V-19</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Other             <input checked="" type="checkbox"/> Amendment Number:           </div> <p style="text-align: right;">000002</p>								
<p>Contract Number EP-D-08-096</p>		<p>Contract Period 10/01/2008 To 09/30/2013</p> <p>Base Option Period Number 4</p>		<p>Title of Work Assignment/SF Site Name Tech &amp; Qual Assurance Review</p>						
<p>Contractor Cadmus Group, Inc., The</p>			<p>Specify Section and paragraph of Contract SOW</p>							
<p>Purpose:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Work Assignment  <input checked="" type="checkbox"/> Work Assignment Amendment  <input type="checkbox"/> Work Plan Approval           </div> <div> <input type="checkbox"/> Work Assignment Close-Out  <input type="checkbox"/> Incremental Funding           </div> </div>			<p>Period of Performance  From 03/22/2013 To 09/30/2013</p>							
<p>Comments: This WA amendment is for additional review and editing to allow for an increase in technical and quality assurance review and editing of a more complex SOP for handheld instrument operation in the field as identified in Task 3, and travel to Las Vegas. This will require an additional on-site visit for technical consultations with NCRFO staff. Please provide a cost estimate.</p>										
<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Superfund           <div style="flex-grow: 1; text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund         </div>										
<p>SFO <input type="checkbox"/> (Max 2) <span style="float: right;">Note: To report additional accounting and appropriations data use EPA Form 1900-69A.</span></p>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
10/01/2008 To 09/30/2013		\$34,952.00		331						
This Action:		0		25						
Total:		\$34,952.00		356						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Alejandra Baer						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Annette Johnson						Phone Number 702-784-8281				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Wanda Carrier						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
7/29/13						Phone Number: 202-343-9489				
						FAX Number:				
						Branch/Mail Code:				
						Phone Number: 202-564-0777				
						FAX Number:				



Work Assignment Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096 CONTRACTOR Cadmus ASSIGNMENT NO. V-19 ASSIGNMENT CHANGE NO 2	
TITLE Technical and Quality Assurance Review/Editing NCRFO		DATE	
DESCRIPTION This amendment is for additional review and editing to allow for an increase in technical and quality assurance review and editing of a more complex SOP for hand held instrument operation in the field as identified in Task 3. This will require an additional on-site visit for technical consultations with NCRFO staff. Please provide a cost estimate.  *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. **THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE HOURS HAVE BEEN EXPENDED.			
NOTICE TO CONTRACTOR PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK			
COMPLETION DATE	9/30/13		
REQUESTERS SIGNATURE	ORG CODE	TELEPHONE	DATE
<i>Aléjandra Ballester</i> <i>Annette Johnson</i>		703 784-8281	7/26/13
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Andrea Stafford NCRFO Deputy Director	<i>Car M. Smith</i>		7/26/2013
Ronald Fraass NCRFO Director for/	<i>Car M. Smith</i>		7/26/2013
Annette Johnson Project Officer	<i>Annette Johnson</i>		7/26/13
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		7/29/13
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-19

☐ Other ☒ Amendment Number:

000003

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 09/30/2013

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Techn &amp; Qual Assurance Review

Contractor

Cadmus Group, Inc., The

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 03/22/2013 To 09/30/2013

Comments:

This WA amendment is to approve Cadmus' cost proposal dated August 20, 2013 for 59 hours and \$8,300. The total hours are 390 and dollars \$43,252. All other terms and conditions remain unchanged.

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 09/30/2013

Cost/Fee:

\$34,952.00

LOE:

356

This Action:

\$8,300.00

34

Total:

\$43,252.00

390

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Alejandra Baer

Branch/Mail Code:

Phone Number 702-784-8281

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)



**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

V-19

☐ Other ☒ Amendment Number:

000004

Contract Number

EP-D-08-096

Contract Period 10/01/2008 To 03/31/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Technical &amp; QA Review/NCRFO

Contractor

Cadmus Group, Inc., The

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 10/01/12 To 12/31/2013

Comments:

The purpose of this amendment is to modify the period of performance to be extended from October 1 to December 31, 2013. Please provide cost estimate. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

10/01/2008 To 03/31/2014

Cost/Fee:

\$43,252.00

LOE:

390

This Action:

0

0

Total:

\$43,252.00

390

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Alejandra Baer

Branch/Mail Code:

Phone Number 702-784-8281

FAX Number:

(Signature)

(Date)

Project Officer Name Annette Johnson

Branch/Mail Code:

Phone Number: 202-343-9489

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Wanda Carrier

Branch/Mail Code:

Phone Number: 202-564-0777

FAX Number:

(Signature)

(Date)

9/27/13

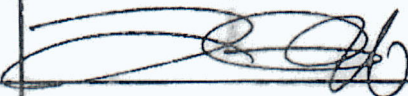


<b>Work Assignment</b>  Environmental Protection Agency  Research Triangle Park, NC 27711		EPA CONTRACT NO. EP-D-08-096	
		CONTRACTOR Cadmus	
		ASSIGNMENT NO. V-19	
		ASSIGNMENT CHANGE NO 4	
TITLE: Technical and Quality Assurance Review/Editing NCRFO		DATE	
<b>DESCRIPTION</b>  The purpose of this amendment is to modify the period of performance for V-19. The period of performance will be extended from 10/1/13 – 12/31/13. All other terms and conditions remain unchanged. <p style="text-align: right;">VAD 9/17/13</p> <p>*The WAM/Alternate is authorized to issue Technical Direction under this WA in accordance with the contract clause.</p> <p>*THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 75% OF THE WORK ASSIGNMENT HOURS AND/OR COSTS HAVE BEEN USED</p>			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF	GOVERNMENT ESTIMATE	CONTRACTOR ESTIMATE	
LABOR HOURS			
DURATION OF WORK	3 months		
COMPLETION DATE	12/31/13		
REQUESTORS SIGNATURE Alejandra Baer <i>AB</i>		ORG CODE 6609J	TELEPHONE 702-784-8281
		DATE 9/12/2013	
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Andrea Stafford, Deputy Lab Director, NCRFO	<i>Am M. Sn</i>		9/12/2013
David Rowson Division Director	<i>DR</i>		9/12/13
Annette Johnson Project Officer	<i>Annette Johnson</i>		9/18/13
Wanda Carrier Contracting Officer	<i>Wanda Carrier</i>		9/27/13
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE	DATE	



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-19								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005								
Contract Number EP-D-08-096	Contract Period 10/01/2008 To 03/31/2014 Base                      Option Period Number 4	Title of Work Assignment/SF Site Name Techn & QA Review								
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 03/22/2013 To 12/31/2013								
Comments: This amendment is to stop work due to a change in program direction. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 10/01/2008 To 03/31/2014		Cost/Fee: \$43,252.00				LOE: 390				
This Action:						7				
Total:		\$43,252.00				397				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Alejandra Baer							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Annette Johnson							Phone Number 702-784-8281			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Wanda Carrier							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
12/24/13							Phone Number: 202-564-0777			
							FAX Number:			



<b>Work Assignment</b> Environmental Protection Agency Research Triangle Park, NC 27711		EPA CONTRACT NO. # EP-D-08-096 CONTRACTOR Cadmus ASSIGNMENT NO. V-19 ASSIGNMENT CHANGE NO. 5	
<b>TITLE</b> Technical and Quality Assurance Review/Editing NCRFO		<b>DATE</b>	
<b>DESCRIPTION</b> This work assignment amendment is to stop work due to a change in program direction.  *The WAM is authorized to issue Technical Direction under this WA in accordance with the contract clause. *THE CONTRACTOR IS TO NOTIFY THE PROJECT OFFICER and CO WHEN 60 HOURS OF TASK 3 IS COMPLETED.			
<b>NOTICE TO CONTRACTOR</b> PLEASE SIGN, DATE, AND PROVIDE ESTIMATES IN THE SPACES INDICATED BELOW, AND RETURN ONE COPY TO THE CONTRACTING OFFICER			
ESTIMATE OF		GOVERNMENT ESTIMATE	
LABOR HOURS		n/a	
DURATION OF WORK		n/a	
COMPLETION DATE		n/a	
REQUESTERS SIGNATURE AB		ORG CODE	TELEPHONE 702 784 8281
		DATE 12/23/2013	
APPROVALS AS APPLICABLE	SIGNATURE		DATE
Center Director			12/23/13
Division Director	for Victoria S Drew		12/23/2013
Annette Johnson Project Officer	Wanda Carrier		12/23/13
Wanda Carrier Contracting Officer			12/24/13
CONTRACTOR'S REPRESENTATIVE ACKNOWLEDGEMENT			
SIGNATURE	TITLE		DATE







**DATE:**

**WORK ASSIGNMENT**

**CONTRACTOR:** The Cadmus Group  
**CONTRACT NUMBER:** EP-D-08-096

**WORK ASSIGNMENT NO:** V-20

**WORK ASSIGNMENT TITLE:** Indoor Environments Division Transitional Support

**WORK ASSIGNMENT**

**MANAGER:**

Annette Johnson  
Indoor Environments Division (6609J)  
US EPA  
1310 L St., NW  
Washington, DC 20005  
(202) 343-9489

**LEVEL OF EFFORT:**

**PERIOD OF PERFORMANCE:** January 1, 2014 through February 28, 2014

**1. BACKGROUND**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authority to conduct research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels. The EPA, Indoor Environments Division (IED) works with all levels of government, other Agencies and organizations at the federal level, States, Communities, non-profit organizations, and other nations to promote effective approaches to identify and solve indoor air quality problems.

**2. PURPOSE**

The purpose of this work assignment is to provide support to the Cadmus Group for a period of approximately two months for the purposes of transitioning websites, databases, government property (and other relevant activities) to Scientific Consulting Group, IED's new level of effort contractor.

**In meeting the requirements of this work assignment, the Contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental Function."**



#### 4. TIME SCHEDULE AND DELIVERABLES

<u>TASK NO:</u>	<u>DELIVERABLE</u>	<u>DUE DATE</u>
Task 1:	Provide Budget and Workplan	Within 3-5 calendar days of the effective date of the approved work assignment.
Task 2:	Attendance at Meetings	As needed, but before February 28, 2013.
Task 3	Transfer Support	The timeline of this support will be ongoing through February 2013.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number V-20	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001	
Contract Number EP-D-08-096	Contract Period   10/01/2008   To   03/31/2014	Title of Work Assignment/SF Site Name IED's Transitional Support	
Contractor Cadmus Group, Inc., The		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance  From   01/01/2014   To   02/28/2014	
Comments: The purpose of this work assignment is to approve the work plan dated January 8, 2014 for 380 hours and \$35,000.00 for the transitional support. All other terms and conditions remain unchanged.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO <input type="checkbox"/> (Max 2)		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.	
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)
	Amount (Dollars)	(Cents)	Site/Project (Max 8)
	Cost Org/Code (Max 7)		
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period:                      Cost/Fee:   \$0.00		LOE:   0	
10/01/2008   To   03/31/2014			
This Action:                                      \$35,000.00		380	
Total:    \$35,000.00		380	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:   01/08/2014		Cost/Fee:   \$35,000.00                      LOE:   380	
Cumulative Approved:		Cost/Fee:   \$35,000.00                      LOE:   380	
Work Assignment Manager Name   Annette Johnson		Branch/Mail Code:	
_____		Phone Number   202-343-9489	
(Signature)                                      (Date)		FAX Number:	
Project Officer Name   Annette Johnson		Branch/Mail Code:	
_____		Phone Number:   202-343-9489	
(Signature)                                      (Date)		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____		Phone Number:	
(Signature)                                      (Date)		FAX Number:	
Contracting Official Name   Wanda Carrier		Branch/Mail Code:	
_____		Phone Number:   202-564-0777	
(Signature)                                      1/24/14		FAX Number:	
(Date)			